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**FAA STANDARD SUBJECT CLASSIFICATION SYSTEM
AND
RECORDS ORGANIZATION, TRANSFER,
AND DESTRUCTION STANDARDS**

Current as of November 1, 1996

This is a compilation of FAA Order 0000.1F, *FAA Standard Subject Classification System*, dated July 16, 1980 and FAA Order 1350.15B, *Records Organization, Transfer, And Destruction Standards*, dated September 30, 1987. This DRAFT order includes all NARA approved Standard Form 115s and the current *General Records Schedules* that are appropriate for FAA.

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>TEMPORARY FILES</p> <p>A substantial number of files contain temporary material that is useful but not essential to record the program activity of the office holding it. These files are sometimes called housekeeping files, reader files, publications files, extra copy files, information copy files, etc. In many cases, there is a separate office of primary interest that maintains a related master copy for longer term retention. Ideally, much of this material should be destroyed WITHOUT FILING, thus reducing the volume of material in the files and making them more serviceable. The following standards cover the more common types of these temporary materials produced by FAA offices and activities. This temporary material should NOT be transferred to the Federal Records Center.</p> <p>a. Office administration files. Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel, including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may include copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), and other materials that do not serve as official documentation of the programs of the office.</p> <p>b. FAA Publications - reference copies. Copies of FAA and predecessor agency publications including copies of orders, bulletins, manuals, circulars, memoranda, informational announcements, public relations material, and other printed or processed documents. (Preservation of record sets is the responsibility of the issuing or controlling office.)</p>	<p>Cutoff files annually. Destroy when 2 years old or when no longer needed, whichever is sooner.</p> <p>Destroy when superseded or obsolete.</p>	<p>GRS 23 Item 1</p> <p>Nonrecord</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>c. Outside Publications. Publications of other Government agencies, commercial firms, or private institutions, including catalogues, price lists, and similar publications.</p> <p>d. Library materials. Copies of books, pamphlets, journals, and similar materials.</p> <p>e. Reading files. Copies of correspondence prepared and maintained by the originating office, used solely as a reading or reference file for the convenience of personnel.</p> <p>f. Duplicate copies. Identical duplicate copies of all documents contained in same file.</p> <p>g. Requests for information or publications. Request for information and replies involving no administrative action, no policy decisions, and no special compilations or research for reply, including request for publications and other printed material.</p> <p>h. Letters of transmittal. Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material.</p> <p>i. Quasi-official notices. Memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays, or charitable and welfare fund appeals, bond campaigns, or deal with activities of associations or unions concerned with Government employees.</p> <p>j. Mailing lists.</p> <p>k. Drafts. Preliminary and intermediate drafts of letters, memoranda, reports and other papers.</p> <p>l. Work sheets. Work sheets and other work papers that are NOT an integral part of a file.</p>	<p>Destroy when superseded or obsolete.</p> <p>Refer to librarian for disposition.</p> <p>Destroy when 2 years old, or when no longer needed, whichever is sooner.</p> <p>Destroy immediately.</p> <p>Destroy when 3 months old, or when no longer needed, whichever is sooner.</p> <p>Destroy when 3 months old, or when no longer needed, whichever is sooner.</p> <p>Destroy when 3 months old, or when no longer needed, whichever is sooner.</p> <p>Destroy when superseded or obsolete.</p> <p>Destroy when final drafts are completed, unless the changes made substantially alter the contents.</p> <p>Destroy when work is completed or after information is transferred to a more permanent form.</p>	<p>Nonrecord</p> <p>Nonrecord</p> <p>GRS 23 Item 1</p> <p>Nonrecord</p> <p>GRS 23 Item 7a</p> <p>GRS 23 Item 7b</p> <p>GRS 23 Item 7c</p> <p>GRS 13 Item 4a</p> <p>GRS 16 Introduction 4th paragraph</p>

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	<p>m. Shorthand notes. Stenographers' notebooks, and stenotype tapes.</p> <p>n. Reproduction material. Stencils, ditto masters, multilith plates, and other duplicating media used for preparing form letters, issuances, etc.</p> <p>o. Routine control files. Papers used to facilitate or control work in progress, such as job control records, status cards, routing slips, work progress sheets, statistical tabulating aids such as punched cards, and records which control work and record action taken.</p> <p>(1) <i>Original records.</i> Microfilm in accordance with 36 CFR 1230.</p> <p>(2) <i>Microfilm of original records.</i></p> <p>(3. <i>All others.</i></p> <p>p. Personal files. Personal papers and privately purchased books kept in an office for the convenience of the employee. OFFICIAL RECORDS WILL NOT BE INCLUDED IN PERSONAL FILES.</p>	<p>Destroy when notes have been transcribed.</p> <p>Destroy when purpose has been served.</p> <p>Destroy original records after microfilm is determined to be an adequate substitute for paper records.</p> <p>Destroy when work is completed or when no longer needed for operating purposes. DO NOT transfer to FRC.</p> <p>Destroy when work is completed or when no longer needed for operating purposes. DO NOT transfer to FRC.</p> <p>Destroy at the convenience of the individual or the office.</p>	<p>Nonrecord</p> <p>Nonrecord</p> <p>SF-115 237-83-1 Item 15 11/30/83</p> <p>Personal Papers</p>
0000	CHECKLISTS AND INDEXES		
1000	ADMINISTRATION, MANAGEMENT, AND POLICIES		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>The records described below relate to the general management, planning, organization, and direction of the Federal Aviation Administration and the performance of the administrative management functions. They result from the development of agency plans, policies, and programs; management surveys, paperwork management, data processing system, work simplification, and other management improvement programs; agency relations with the public, Congress, and other external bodies; release of information under the Freedom of Information Act and the Privacy Act; investigations of personnel, applicants for employment, and contractors; employee travel; security and protective services matters, including the safeguarding of classified information; administrative support services; and defense planning activities.</p> <p>1. Administrative policy and planning files. Documents relating to policy development and the overall planning, coordination, control, and executive direction of the assigned missions of the agency. Specifically, these files are accumulated by the Administrator, his top level staff, and heads of regions and centers.</p> <p>2. History program files. Documents prepared and accumulated by the agency historian, consisting of historical studies, reports, and monographs; significant source materials, such as transcripts and tapes of interviews; special collections of policy documents of exceptional importance; and similar records.</p>	<p>PERMANENT. Cutoff files annually. Transfer to FRC when 4 years old or earlier. Transfer to NARA when 10 years old.</p> <p>PERMANENT. Cutoff files annually. Transfer to FRC when 4 years old or earlier. Transfer to NARA when 10 years old.</p>	<p>SF-115 NC-174-227 Item 1 Approved 8/6/74</p> <p>SF-115 NC-174-227 Item 2 Approved 8/6/74</p>
1010	Selection Orders		
1020	Metric System		
1050	Environmental Quality Activities		
1070	<p>Hotline Files</p> <p>1. FAA Administrator's Hotline. Includes call records, correspondence, reports, and related documents accumulated by staff in the course of operation.</p> <p><i>a. Administrator's Office.</i></p>		<p>SF-115 237-95-3 Approved 6/6/95</p>

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	<p>(1) Paper Files.</p> <p>(2) Electronic Records.</p> <p>(3) System Documentation.</p> <p><i>b. All other offices.</i></p> <p>2. Consumer Hotline. Files include Hotline call records, correspondence, reports, and related documents accumulated by the staff in the course of the operation.</p> <p><i>a. Paper Files.</i></p> <p><i>b. Electronic Files.</i></p> <p><i>c. System Documentation.</i></p>	<p>Cutoff files annually. Destroy when 2 years old.</p> <p>Destroy individual data records when paper files are destroyed.</p> <p>Update as needed. Destroy documentation when superseded.</p> <p>Cutoff files annually. Destroy when 2 years old.</p> <p>Cutoff files annually. Destroy when 2 years old.</p> <p>Destroy individual data records when paper files are destroyed.</p> <p>Destroy superseded documentation.</p>	<p>SF-115 237-96-2 Approved 7/9/96</p>
1100	<p>ORGANIZATION, AUTHORITIES, AND FUNCTIONS</p> <p>1. Organization planning files. Documents relating to the establishment of and changes in organization, functions, relationships, and delegations of authority, such as organizational and functional charts, staff studies, minutes of staff meetings, and related correspondence. In general, these papers are maintained in directives case files.</p> <p>2. Organization planning working files. Background materials, drafts, interim and progress reports, and related papers accumulated in organization planning projects and surveys.</p>	<p>PERMANENT. Cutoff files annually. Transfer to FRC when 4 years old or earlier. Transfer to NARA when 10 years old.</p> <p>Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.</p>	<p>SF-115 NC-174-227 Item 3 Approved 8/6/74</p>
1110	<p>Committees and Conferences</p>		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>1. Committee management files. Documents relating to the establishment and organization of committees, boards, and panels; policies governing official agency membership; and related matters.</p> <p><i>a. Files for advisory, interagency, and international committees sponsored by FAA.</i></p> <p><i>b. Files for internal FAA committees.</i></p> <p>2. Committee official files. Minutes, agenda, reports and other papers documenting accomplishments and results of matters assigned formally established committees, boards, or similar groups.</p> <p><i>a. Official files of the committee sponsor, secretariat, or recorder.</i></p> <p><i>b. All others.</i></p> <p>3. Staff and local meeting and conference files. Minutes, agenda, and related documents.</p> <p>4. Committee inventory files. Annual and special inventory reports of FAA committees in existence.</p> <p><i>a. Accumulated by the Federal Aviation Agency Committee Management Officer.</i></p>	<p>PERMANENT. Cutoff files annually. Transfer to FRC when 4 years old or earlier. Transfer to NARA when 10 years old.</p> <p>Destroy 1 year after termination of committee.</p> <p>PERMANENT. Cutoff files annually. Transfer to FRC when 4 years old or earlier. Transfer to NARA when 10 years old.</p> <p>Destroy when 4 years old or when no longer needed for reference, whichever is earlier.</p> <p>File folder as part of the office general correspondence files and dispose of accordingly.</p> <p>PERMANENT. Cutoff files annually. Transfer to FRC when 4 years old or earlier. Transfer to NARA when 10 years old.</p>	<p>SF-115 NC-174-227 Item 5 Approved 8/6/74</p> <p>SF-115 NC-174-227 Item 4 Approved 8/6/74</p> <p>SF-115 NC-174-227 Item 6 Approved 8/6/74</p>

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1200	<p><i>b. Accumulated by the Federal Aviation Administration Committee Management Officer.</i></p> <p><i>c. All others.</i></p> <p>EXTERNAL RELATIONS</p> <p>1. General correspondence files. Routine correspondence, reports, and related documents pertaining to activities promoting civil aviation development, encouraging aviation education, fostering public understanding of agency mission and activities, and disseminating information to the public, but EXCLUDING files described elsewhere in this paragraph.</p> <p><i>a. Agency office of primary interest.</i></p> <p><i>b. All other offices.</i></p>	<p>Cutoff files annually. Destroy when 5 years old.</p> <p>Cutoff files annually. Destroy when 2 years old.</p> <p>Cutoff files annually. Destroy when 2 years old.</p> <p>Cutoff files annually. Destroy when 1 year old.</p>	<p>SF-115 237-77-3 Item 1 Approved 12/2/77</p>
1210	<p>Public Relations</p> <p>1. Informational release files. Records documenting the public release of information concerning agency activities and accomplishments, consisting of press releases, transcripts of press conferences, external publications, official speeches, television and radio scripts, biographies, graphic presentations and exhibits, and other similar material and related indexes.</p> <p><i>a. Releasing office (record set only).</i></p> <p><i>b. All other offices.</i></p>	<p>PERMANENT. Cutoff files annually. Transfer to FRC when 4 years old or earlier if inactive. Transfer to NARA when 9 years old.</p> <p>Cutoff files annually. Destroy when no longer needed for administrative purposes.</p>	<p>SF-115 237-77-3 Item 36 Approved 12/2/77</p>

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	<p>2. Informational release correct files. Documents such as preliminary drafts, statistical compilations, and work papers accumulated in the preparation of formal informational releases.</p> <p>3. Informational release approval files. Drafts of press releases, speeches, and articles with approvals for release or publication.</p> <p>4. Information request files. Requests for information, photographs, and publications and replies thereto, involving no administrative action or special research, and including acknowledgments and transmittals of inquiries referred elsewhere for reply.</p>	<p>Destroy 1 year after issuance of related release.</p> <p>Cutoff files annually. Destroy when 2 years old.</p> <p>Destroy when 3 months old or when no longer needed for administrative use, whichever is sooner.</p>	<p>GRS 14 Item 4</p> <p>SF-115 352-S208 Item 7 Approved 3/26/52</p> <p>GRS 14 Item 1 and 2</p>
1220	<p>Congressional Relations</p> <p>1. Congressional inquiry files. Copies of Congressional correspondence and replies on matters within the scope of FAA maintained by Congressional liaison offices.</p>	<p>Destroy when 2 years old or when purpose served, whichever is earlier.</p>	
1230	<p>Interagency Relations</p>		
1240	<p>International Relations</p> <p>The records described below relate to the coordination of international activities of the agency, development and coordination of FAA and U.S. positions on matters considered by international civil aviation organizations, providing secretariat services for the Interagency Group on International Aviation (IGIA), and management of agency foreign assistance programs.</p> <p>1. General correspondence files. Correspondence, reports, agreements, studies, and other documents reflecting the planning, direction, coordination, and evaluation of international aviation programs of FAA, and the development of international aviation policy with other United States Government agencies, industry, foreign governments, and international bodies, maintained by the agency office of primary interest.</p>	<p>PERMANENT. Cutoff files annually. Transfer to FRC when 4 years old. Transfer to NARA when 24 years old.</p>	<p>SF-115 237-77-3 Item 78 Approved 12/2/77</p>

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	<p>2. Interagency Group on International Aviation (IGIA) and International Civil Aviation Organization (ICAO) files. Documents produced and accumulated in connection with the development and presentation of the position of FAA and the U.S. on ICAO or other international civil aviation organization matters, and to implementation of recommendations, including reports and related correspondence and documents.</p> <p><i>a. Offices responsible for coordinating on IGIA and ICAO matters.</i></p> <p><i>b. All others.</i></p> <p>3. IGIA liaison files. Documents accumulated in the coordination and conduct of agency participation in IGIA activities and in briefing designated representatives prior to meetings of IGIA.</p> <p><i>a. IGIA and ICAO numbered papers and related indexes and correspondence.</i></p> <p><i>b. Designations of agency representatives to the IGIA.</i></p> <p>4. IGIA and ICAO publications files. Processed papers, documents, numbered and unnumbered memorandums, agenda, minutes, and reports printed and distributed by the IGIA and ICAO.</p> <p>5. Foreign participant training files. Case files consisting of correspondence, reports, project implementation orders, ICAO agreements, travel and allowance vouchers, and related papers documenting the aviation training of foreign nationals by FAA, maintained by the Office of International Aviation.</p>	<p>PERMANENT. Cutoff files annually. Transfer to NARA when 40 years old.</p> <p>Cutoff files annually. Destroy when 1 year old.</p> <p>PERMANENT. Cutoff files and indexes in 5 year blocks. Transfer to NARA when 40 years old.</p> <p>Destroy when superseded.</p> <p>Destroy when no longer required for current operations.</p> <p>Destroy closed case files 7 years after termination of training.</p>	<p>SF-115 237-77-3 Item 79 Approved 12/2/77</p> <p>SF-115 237-77-3 Item 80 Approved 12/2/77</p> <p>SF-115 II-NNA-1017 Item 8 Approved 7/13/54</p> <p>SF-115 NN-173-149 Item 1 Approved 3/26/73</p>

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	<p>6. Foreign assistance country files. Case files consisting of correspondence, reports, loan and supply support agreements, and related papers documenting the administration of aviation technical assistance programs to individual foreign countries by FAA, maintained by the Office of International Aviation.</p>	<p>Destroy closed case files when 10 years old.</p>	<p>SF-115 NN-173-149 Item 2 Approved 3/26/73</p>
1250	<p>Aviation Education Program</p> <p>1. Aviation Education, Promotion, and Development files containing Aviation Safety programs and activities pertaining to the promotion of flying and mechanic schools, air shows, air tours, and other activities related to advancement of aviation.</p>	<p>Cutoff files annually. Destroy when 2 years old.</p>	<p>SF-115 II-NNA-1102 Item 11 Approved 7/12/54</p>
1260	<p>Aviation War Risk Insurance</p>		
1270	<p>Freedom of Information Act</p> <p>1. Freedom of Information Act (FOIA) requests files. Files created in response to requests for information under the Freedom of Information Act (5 U.S.C. 552), consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record or copy thereof.</p> <p><i>a. Correspondence and supporting documents</i> (excluding the official file copy of the records requested if filed herein).</p> <p>(1) Granting access to all the requested records.</p> <p>(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.</p> <p>(a) Requests not appealed.</p>	<p>Cutoff files annually. Destroy 2 years after date of reply.</p> <p>Cutoff files annually. Destroy 2 years after date of reply.</p>	<p>GRS 14 Item 11</p>

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	<p>(b) Requests appealed.</p> <p>(3) Denying access to all or part of the records requested.</p> <p>(a) Requests not appealed.</p> <p>(b) Appealed requests.</p> <p><i>b. Official file copy of requested records.</i></p> <p>2. Freedom of Information Act appeals files. Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.</p> <p><i>a. Correspondence and supporting documents</i> (excluding the official file copy of the records under appeal if filed herein).</p> <p><i>b. Official file copy of records under appeal.</i></p> <p>3. FOIA control files. Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request, and name and address of requester.</p>	<p>Cutoff files annually. Destroy as authorized under paragraph 1270 Item 2.</p> <p>Cutoff files annually. Destroy 6 years after date of reply.</p> <p>Cutoff files annually. Destroy as authorized under paragraph 1270 Item 2.</p> <p>Dispose of in accordance with disposition instruction for the related records, or in accordance with the related FOIA request, whichever is later.</p> <p>Cutoff files annually. Destroy 6 years after final determination by agency or 6 years after the time at which a requester could file suit or 3 years after final adjudication by courts, whichever is later.</p> <p>Dispose of in accordance with disposition instructions for the related records, or in accordance with the related FOIA requests, whichever is later.</p>	<p>GRS 14 Item 12</p> <p>GRS 14 Item 13</p>

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1280	<p><i>a. Registers or listing.</i></p> <p><i>b. Other files.</i></p>	<p>Cutoff files annually. Destroy 6 years after date of last entry.</p> <p>Cutoff files annually. Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later.</p>	
	<p>4. FOIA reports files. Recurring reports and one-time information requirements relating to agency implementation of the Freedom of Information Act.</p> <p><i>a. Annual reports to the Congress at departmental or agency level.</i></p> <p><i>b. Other reports.</i></p>	<p>PERMANENT. Transfer to NARA with related records approved for permanent retention or when 15 years old, whichever is sooner.</p> <p>Cutoff files annually. Destroy when 2 years old or sooner if no longer needed for administrative use.</p>	GRS 14 Item 14
	<p>5. Freedom of Information Act administrative files. Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.</p>	<p>Cutoff files annually. Destroy when 2 years old or sooner if no longer needed for administrative use.</p>	GRS 14 Item 15
	<p>Privacy Act</p> <p>1. Privacy Act requests files. Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.</p> <p><i>a. Correspondence and supporting documents</i> (excluding the official file copy of the records requested if filed herein).</p>		GRS 14 Item 21

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	<p>(1) Granting access to all the requested records.</p> <p>(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.</p> <p>(a) Requests not appealed.</p> <p>(b) Appealed requests.</p> <p>(3) Denying access to all or part of the records requested.</p> <p>(a) Requests not appealed.</p> <p>(b) Appealed requests.</p> <p><i>b. Official file copy of requested records.</i></p> <p>2. Privacy Act amendment case files. Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).</p>	<p>Cutoff files annually. Destroy 2 year after date of reply.</p> <p>Cutoff files annually. Destroy 2 years after date of reply.</p> <p>Cutoff files annually. Destroy as authorized under paragraph 1280 Item 2.</p> <p>Cutoff files annually. Destroy 5 years after date of reply.</p> <p>Cutoff files annually. Destroy as authorized under paragraph 1280 Item 2.</p> <p>Dispose of in accordance with disposition instructions for the related records, or in accordance with the related Privacy Act request, whichever is later.</p>	<p>GRS 14 Item 22</p>

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	<p><i>a. Requests to amend agreed to by agency.</i> Includes individual's requests to amend and/or review refusal to amend, copies of agency's replies thereto, and related materials.</p> <p><i>b. Requests to amend refused by agency.</i> Includes individual's requests to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials.</p> <p><i>c. Appealed requested to amend.</i> Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record.</p> <p>3. Privacy Act accounting of disclosure files. Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.</p> <p>4. Privacy Act control files. Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.</p> <p><i>a. Registers or listings.</i></p> <p><i>b. Other files.</i></p>	<p>Dispose in accordance with disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later.</p> <p>Dispose of in accordance with disposition instructions for the related subject individual's record; 4 years after final determination by agency; or 3 years after final adjudication by courts, whichever is later.</p> <p>Dispose of in accordance with disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later.</p> <p>Dispose of in accordance with disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.</p> <p>Cutoff files annually. Destroy 5 years after date of last entry.</p> <p>Cutoff files annually. Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later.</p>	<p>GRS 14 Item 23</p> <p>GRS 14 Item 24</p>

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1300	<p>5. Privacy Act report files. Recurring reports and one-time information requirement relating to agency implementation, including biennial reports to the Office of Management and Budget and the Report on New Systems.</p> <p><i>a. WITHDRAWN.</i></p> <p><i>b. Report files.</i></p>	<p>Cutoff files annually. Destroy when 2 years old.</p>	GRS 14 Item 25
	<p>6. Privacy Act general administrative files. Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.</p>	<p>Cutoff files annually. Destroy when 2 years old or sooner if no longer needed for administrative use.</p>	GRS 14 Item 26
	<p>MANAGEMENT PROGRAMS</p> <p>1. General correspondence files. Correspondence, reports, and related documents accumulated by management offices and staffs in the course of management planning and improvement, work simplification, paperwork management, and data processing control, but EXCLUDING files described elsewhere in this paragraph.</p> <p><i>a. Correspondence files of the Office of Primary Responsibility</i> relating to the development of national management plans, policies, systems and standards, and documenting significant accomplishments.</p> <p><i>b. All others.</i></p>	<p>PERMANENT. Cutoff files annually. Transfer to FRC when 4 years old or earlier. Transfer to NARA when 10 years old.</p> <p>Cutoff files annually. Destroy when 5 years old.</p>	SF-115 NC-174-227 Item 7 Approved 8/6/74
	<p>2. Management information files. Manuals, charts, analysis sheets, problem sheets, program status and evaluation reports, and supporting documents developed in the administration of programs for the preparation of management information.</p>		SF-115 NC-174-227 Item 9 Approved 8/6/74

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	<p><i>a. Record copies maintained by the Office of Primary Responsibility.</i></p> <p><i>b. All other offices.</i></p> <p>3. Internal Evaluation Reports contain information concerning the effectiveness and performance of the various offices and facilities in carrying out policies, systems, standards, and procedure. They contain noted deficiencies, recommended corrective action, and progress reports relative to the completion of the noted deficiencies.</p> <p><i>a. National Program Evaluation Reports.</i></p> <p>(1) Headquarters Evaluation Staff.</p> <p>(2) Regional Office.</p> <p>(3) Field Offices.</p> <p>(4) Facilities.</p> <p><i>b. Office Evaluation Reports.</i></p> <p>(1) Headquarters Evaluation Staff.</p>	<p>PERMANENT. Cutoff files annually. Transfer to FRC when 4 years old or earlier if inactive. Transfer to NARA when 10 years old.</p> <p>Destroy when superseded or no longer needed.</p> <p>Cutoff files annually. Transfer to FRC when 2 years old. Destroy when 7 years old.</p> <p>Cutoff files annually. Transfer to FRC when 2 years old. Destroy when 7 years old.</p> <p>Destroy upon notification that the regions have received and accepted the corrective action report or when no longer needed.</p> <p>Destroy upon notification that the region has received and accepted the corrective action report or when no longer needed.</p> <p>Destroy when superseded, or when necessary follow up and corrective action is completed or when no longer needed.</p>	<p>SF-115 237-83-3 Item 1 Approved 9/23/83</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>(2) Regional Office.</p> <p>(3) Field Offices.</p> <p>(4) Facilities.</p>	<p>Destroy when superseded, or when necessary follow up and corrective action is completed or when no longer needed.</p> <p>Destroy upon notification that the region has received and accepted the corrective action report.</p> <p>Destroy upon notification that the region has received and accepted the corrective action report.</p>	
1310	<p>Management Analysis, Surveys, and Evaluations</p> <p>1. Management project files. Case files containing the official record copy of the final project report, or published or processed document resulting from the project, together with supporting papers documenting project inception, scope, procedure, and accomplishments.</p> <p>2. Management project working papers. Background material, notes, rough drafts, interim and progress reports that are summarized in final reports, and related papers pertaining to management projects and surveys.</p> <p>3. Management project control files. Documents showing assignments, progress, and completion of projects.</p>	<p>PERMANENT. Transfer closed case files to FRC when 4 years old or earlier. Transfer to NARA when 10 years old.</p> <p>Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.</p> <p>Destroy 1 year after completion of project.</p>	<p>SF-115 NC-174-227 Item 8 Approved 8/6/74</p> <p>GRS 16 Item 5</p>
1320	<p>Directives Management</p> <p>1. Directives case files. Official case files for internal FAA directives prescribing policies, organization, or procedures, or providing information essential to the administration or operation of the agency. Each case file includes a printed copy of the directive, record of clearance and approvals, and significant background documents.</p>		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
1330	<i>a. Case files for national, regionwide, or centerwide directives</i> containing orders and handbooks; notices that change existing or prescribe new policies, organization, or procedures; notices approved by the Administrator, Deputy Administrator, Associate Administrators, or Regional or Center Directors regardless of subject matter.	PERMANENT. Transfer inactive file to FRC when no more than 4 years old. Transfer to NARA when 20 years old.	SF-115 237-77-3 Item 2 Approved 12/2/77
	<i>b. Case files for national, regionwide, or centerwide directives</i> containing one-time or temporary instructions (such as notices not covered by Item 1a above).	Destroy inactive file after 5 years.	SF-115 NN 169-45 Item 1b Approved 4/21/69
	<i>c. Case files for other than national, regionwide, or centerwide directives</i> (such as orders, handbooks, and notices).	Destroy inactive file after 5 years.	SF-115 NN 169-45 Item 1c Approved 4/21/69
	2. Directives master reference files. Files of directives for which directives management officers are responsible.	Destroy when canceled or no longer needed for reference.	
	3. Directives working and reference files. Directives records other than those described above.	Destroy when canceled or no longer needed for reference.	
	Forms Management		
	1. Forms numerical files. Case files containing the record copy of each form and revision, request for approval and justifications, copies of prescribing directives, and related correspondence including instructions and documentation showing inception, scope, and purpose of form.	Destroy 5 years after related form is discontinued, superseded, or canceled.	GRS 16 Item 3a
	2. Forms functional files. Case files consisting of a sample copy of each current form.	Destroy when related form is discontinued, superseded, or canceled.	GRS 16 Item 3b
	3. Forms supply files. Requisitions, specifications, issue and stock control records, and other documents pertaining to supply control maintained for each form.	Destroy when related form is discontinued, superseded, or canceled.	GRS 16 Item 3b
1340	Reports Management		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
1350	<p>1. Reports control files. Case files maintained for each report created or proposed including public use reports. (This standard does not apply to the reports themselves but only to the files accumulated in the administrative control of the reports. This includes clearance forms, copies of pertinent forms or descriptions of format, copies of authorizing directives, preparation instructions, and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.)</p>	<p>Destroy 2 years after the report is discontinued.</p>	<p>GRS 16 Item 6</p>
	<p>Records Management</p> <p>1. Records disposition files. Descriptive inventories, disposal authorizations, schedules, and reports.</p> <p><i>a. Documents accumulated by records management activities</i> including SF 115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt; SF 258, Request to Transfer, Approval, and Receipt of Records to NARA, and related documentation.</p> <p><i>b. Routine correspondence and memoranda.</i></p>	<p>Destroy when the related records are destroyed, or transferred to NARA, or when no longer needed for administrative or reference purposes.</p> <p>Destroy when no longer needed for reference.</p>	<p>GRS 16 Item 2</p>
	<p>2. Statistical reports of records holdings including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer.</p>	<p>Cutoff files annually. Destroy when 3 years old.</p>	<p>GRS 16 Item 4</p>
	<p>3. Reports, correspondence, and related records concerning the development and improvement of the management of records includes the management of files, forms, correspondence, mail, reports, microfilm, ADP systems, word processing, vital records, and all other aspects of records management not covered elsewhere.</p>	<p>Destroy when 6 years old. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference.</p>	<p>GRS 16 Item 7</p>
1360	<p>Correspondence Management</p> <p>1. Correspondence management and control includes instructions regarding correspondence practices and mail routing; forms used in recording and controlling mail; and reports on mail and correspondence.</p>		<p>SF-115 II-NNA-1017 Item 18 Approved 7/13/54</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
1370	<i>a. Instructions.</i>	Destroy when superseded.	
	<i>b. All other material.</i>	Destroy when 2 years old.	
	Information Resources Management (Data Processing Management And Statistical Records)		
	<p>1. Data processing project files. Case files and related working papers resulting from ADP surveys and feasibility studies.</p> <p>2. Data processing report files. Record copies of reports of inventories of utilization and costs of automatic data processing in the agency.</p> <p>3. Aviation statistics publication files. Record set of statistical publications, surveys, and staff studies, such as FAA Air Traffic Activity, Census of U.S. Civil Aircraft, and Handbook of Aviation.</p> <p>4. Aviation statistics source files. Source data used in compiling publications and studies described in Item 3 above, such as FAA Form 7230-11, Monthly Summary Airport Operations and Instrument Approaches; FAA Form 7230-13, Monthly Activity Record Flight Service Stations, or equivalents; industry reports and questionnaires; worksheets; and machine tabulations.</p>	<p>Apply paragraph 1310 Items 1 and 2.</p> <p>Transfer completed reports to FRC when 4 years old or earlier. Destroy when 10 years old.</p> <p>PERMANENT. Transfer published reports to FRC when 4 years old. Transfer to NARA when 10 years old.</p> <p>Destroy when 2 years old.</p>	<p>SF-115 NC-174-227 Item 11 Approved 8/6/74</p> <p>SF-115 NC-174-227 Item 12 Approved 8/6/74</p> <p>SF-115 II-NNA-1391 Item 6b Approved 5/12/55</p>
1375	Standard Data Elements and Codes		
1380	Work Measurement, Performance, and Staffing Analysis		
	<p>1. Work measurement project files. Case files and related working papers resulting from the development of work measurement formulas, establishment of criteria for effective manpower utilization, and improvement in work sampling techniques.</p> <p>2. Standard Procedure for Uniform Reporting (SPUR) activity reports. Consolidated monthly and quarterly summary reports reflecting work activity (man-hours and units) maintained by Washington and Regional Headquarters Flight Standards Divisions.</p>	<p>Apply paragraph 1310 Items 1 and 2.</p> <p>Destroy when 4 years old.</p>	

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
1390	<p>Work Simplification and Management Improvement</p> <p>1. Management improvement report files. Record copies of management improvement and achievement reports submitted to the Office of Management and Budget and related analyses and feeder reports.</p> <p><i>a. Record copies maintained by the Office of Management Systems.</i></p> <p><i>b. All others.</i></p>	<p>PERMANENT. Cutoff files annually. Transfer to FRC when 4 years old or earlier. Transfer to NARA when 10 years old.</p> <p>Destroy when superseded or no longer needed.</p>	<p>SF-115 NC-174-227 Item 10 Approved 8/6/74</p>
1395	<p>Value Engineering</p>		
1400	<p>CIVIL RIGHTS PROGRAM</p> <p>1. Civil rights general files. Correspondence, reports, and related materials documenting the general administration of equal employment and civil rights programs, including youth opportunity, upward mobility, Federal women, and fair housing. Includes status reports, EEO counselor data, and evaluations.</p> <p><i>a. Status reports and evaluations.</i></p> <p><i>b. All other records.</i></p> <p>2. Minority employment report files. Reports of minority accessions, promotions, etc.</p> <p>3. Civil rights plan files consisting of documents relating to the development of EEO Action plans, to assure equal opportunity in internal FAA employment, and Hometown plans, to assure equal opportunity in employment by contractors. Includes plans, amendments, goals and objectives reports, and related correspondence.</p>	<p>PERMANENT. Cutoff files annually. Transfer to NARA when 10 years old.</p> <p>Destroy when 5 years old.</p> <p>Destroy when 2 years old.</p> <p>Destroy when superseded or no longer needed, whichever is earlier.</p>	<p>SF-115 237-77-3 Item 57 Approved 12/2/77</p> <p>SF-115 NC 174-147 Item 2 Approved 4/12/74</p> <p>SF-115 NC 174-147 Item 3 Approved 4/12/74</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	4. Discrimination complaint files. Case files developed in processing complaints of discrimination in internal FAA employment and in employment practices by contractors.	Destroy closed case files 4 years after final decision.	GRS 1 Item 25a
	5. Civil rights compliance review files. Case files developed in reviews of airlines holding government contracts, direct contractors and subcontractors, and airports receiving FAA sponsored Federal assistance to assure compliance with civil rights regulations.	Destroy closed case files when 7 years old.	GRS 1 Item 25d
1410	Non-Discrimination		
1500	TRAVEL AND TRANSPORTATION		
	1. Employee travel files. Correspondence requests, travel authorizations and orders, itineraries, and routing trip reports exclusive of records maintained for accounting purposes (paragraph 2710).	Cutoff files annually. Destroy when 2 years old.	GRS 9 Item 4a
	2. Employee foreign service travel files. Correspondence, requests, travel authorizations and orders, itineraries, administrative shipping records, and related materials pertaining to foreign assignments, exclusive of records maintained for accounting purposes (paragraph 2710).	Place in inactive file upon separation from foreign service. Destroy inactive file when 4 years old.	
	3. Passport files. Requests for passport actions, such as FAA Form 2511 or equivalent, notifications for passport services, such as FAA Form 1500-1 or equivalent, clearances, correspondence, and related papers generated in obtaining passports for FAA personnel performing foreign travel.		
	<i>a. Office responsible for securing passports and visas for official foreign travel.</i>	Destroy when 3 years old or when employee is separated from the agency, whichever is earlier.	GRS 9 Item 5a
	<i>b. Other offices.</i>	Destroy when 1 year old.	Nonrecord
1510	Temporary Duty Travel		
1520	Permanent Change of Station		
1590	WITHDRAWN.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
1600	<p>INVESTIGATIONS AND SECURITY</p> <p>1. General correspondence files. Correspondence, reports, and related materials accumulated in the administration and direction of traditional security and protective security programs, including personnel security, classified information accountability and control, physical security of installations and facilities, communications security, and computer and technical security. For records relating to programs for the prevention of criminal acts against air transportation, see paragraph 1650.</p> <p><i>a. Correspondence files of the Office of Civil Aviation Security.</i></p> <p><i>b. All others.</i></p> <p>2. Classified document control files. Records maintained by security control points and Top Secret Control Officers, such as accountability records, control logs and document receipts.</p> <p><i>a. Records concerning information or material classified Secret or Top Secret.</i></p> <p><i>b. Records concerning information or material classified Confidential.</i></p> <p>3. Lock combination files. Documents, such as Form DOT F 1600.6, Combination Record, or equivalent, used to record safe combinations and names of persons knowing combinations.</p> <p>4. Survey and inspection report files. Reports of surveys and inspections of government-owned facilities conducted to insure adequacy of protective measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.</p> <p>5. Police function files. Reports, statements of witnesses, warning notices, and other papers relating to arrests, commitments, and traffic violations.</p>	<p>Destroy when 4 years old.</p> <p>Destroy when 2 years old.</p> <p>Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed</p> <p>Destroy 2 years after final disposition of related material.</p> <p>Destroy when superseded by a new form or list or upon turn-in of containers.</p> <p>Destroy when 3 years old or upon discontinuance of facility, whichever is sooner.</p> <p>Cutoff files annually. Destroy when 2 years old.</p>	<p>GRS 18 Items 1 & 8</p> <p>GRS 18 Item 5a</p> <p>GRS 18 Item 4</p> <p>GRS 18 Item 7a</p> <p>GRS 18 Item 9</p> <p>GRS 18 Item 14b</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>6. Loss and theft files. Reports, loss statements, receipts, and other papers relating to lost and found articles.</p> <p>7. Security violation files. Reports of security violations, such as FAA Form 2833 or equivalent, retained by guard forces or other persons performing security patrols.</p> <p>8. Identification files.</p> <p><i>a. Identification cards</i> such as Form DOT F 1600.13 or equivalent, building and visitor's passes, and other credentials.</p> <p><i>b. Applications and receipts for identification credentials</i> such as FAA Form 1600-14 or equivalent, listings, and other accountable records.</p> <p>9. Visitor control files. Registers, cards, or logs for recording names of visitors and related data maintained for facilities security purposes.</p> <p>10. Personnel Security Files (PSF's). Files containing the original FAA reports of investigations on FAA employees or applicants for FAA employment, reports or investigative materials acquired from other agencies, and documents transferred from Official Investigative Case Files to the PSF. PSF's are included in the FAA's Investigative Record System (DOT/FAA 815). The investigative reports are used to evaluate security clearance eligibility, to resolve allegations of irregularities or misconduct of employees or other security/suitability matters, etc. EXCLUDED are investigative reports and related materials furnished to the FAA by the Office of Personnel Management (OPM) and those acquired from agencies other than OPM as a direct result of personnel security processing for which disposition instructions are provided in the Federal Personnel Manual and FAA Order 1600.1B, Personnel Security Program.</p> <p><i>a. FAA applicants.</i></p> <p>(1) Nonderogatory cases.</p>	<p>Destroy when 1 year old.</p> <p>Destroy when 1 year old.</p> <p>Destroy upon return to issuing office.</p> <p>Destroy upon return of identification media to issuing office.</p> <p>Destroy 2 year after final entry or 2 year after date of document, as appropriate.</p> <p>No file will be maintained.</p>	<p>GRS 18 Item 15b</p> <p>SF-115 237-77-3 Item 3 Approved 12/2/77</p> <p>GRS 18 Item 17b</p> <p>SF-115 237-77-3 Item 4 Approved 12/2/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>(a) If nonselected.</p> <p>(b) If hired.</p> <p>(2) Derogatory cases.</p> <p>(a) If nonselected, and the PSF contains an FAA Report of Investigation (FAA Form 1600-32).</p> <p>(b) If nonselected, and the PSF containing the results of a National Agency Check (NAC), NAC and Written Inquiries (NACI), Limited Suitability, Background Investigation, or FAA Report of Record Review.</p> <p>(c) If hired for either a sensitive or nonsensitive position.</p> <p><i>b. FAA employees.</i></p> <p>(1) Nonderogatory cases. Only retain PSF's for those employees in Critical Sensitive positions.</p> <p>(2) Derogatory cases.</p> <p>(a) Retained by the servicing Civil Aviation Security or Investigations and Security Divisions in the area of last employment.</p> <p>(b) Files on individuals who are involved in litigation, appeals, or other administrative proceedings at the time of separation or when such action commences following termination.</p>	<p>Application (SF-171) must be returned to USOPM, Boyers, Pennsylvania, with the appropriate SF-85 1 year from the date stamped on the SF-171.</p> <p>Follow guidelines for FAA employees.</p> <p>Destroy the PSF 5 years after date of nonselection.</p> <p>Process in accordance with Order 1600.1B, FAA Personnel Security Programs, as may be amended.</p> <p>Retain the PSF. Follow guidelines for FAA employees.</p> <p>Destroy the PSF upon separation of employee or upon reassignment to non-sensitive or non-critical sensitive position.</p> <p>Destroy 5 years from the date of separation.</p> <p>Destroy 5 years after final administrative action.</p>	

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>(3) Transfers.</p> <p>(a) Transfers to another FAA region.</p> <p>(b) Transfers to another DOT administration.</p> <p>11. Personnel security clearance control files. Card files containing clearance information.</p> <p>12. Official investigative case files. These files are prepared on each subject of an investigation. They serve as the repository for original copies of letters of request, copies of investigative reports and documents of official administrative actions taken following an investigation. They are maintained in the FAA's Investigative Record System.</p> <p><i>a. Office of origin.</i></p> <p>(1) Investigations of applicants and employees. EXCLUDES employee "locate" investigations. Upon completion of investigation of administrative action, transfer original copies of letters of request, investigative reports or memoranda, documents of official investigative actions, original copies of signed waivers, interview logs, statements, and other evidentiary materials from the official investigative case file to the employee's Personnel Security File (PSF).</p> <p>(2) Investigations to locate employees or airmen.</p>	<p>Forward PSF to gaining Civil Aviation Security Division.</p> <p>Forward the PSF's to ACS-300 for transmittal to the cognizant DOT Administration in accordance with FAA Order 1600.1B.</p> <p>Destroy 7 years from date of separation as required by DOT Order 1630.2, DOT Personnel Security Program.</p> <p>Destroy the PSF in accordance with the provisions of Item 10 above.</p> <p>Destroy upon completion of administrative action or 5 years from date of last entry, whichever is sooner.</p>	<p>SF-115 237-77-3 Item 5 Approved 12/2/77</p> <p>SF-115 237-77-3 Item 6 Approved 12/2/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>(3) Airmen/aircraft record searches.</p> <p>(4) Other investigations not listed above. EXCLUDES "locate" investigations and aircraft/airman record searches requested by other agencies.</p> <p><i>b. Lead office.</i></p> <p><i>c. ACS information copies of reports of investigation received from an office or Lead Office.</i></p> <p>13. Investigative correspondence files. The investigative administrative files contain correspondence, reports, complaints, and other documents apart from those ordinarily filed in general correspondence files, Official Investigative Case Files or PSF's but which have a retrieval or reference value to the investigations program.</p> <p>14. Investigative index files consisting of FAA Forms 2816 or 1600-46 or other index cards which refer to a subject of investigation or FAA investigative reports, or are maintained in lieu of an FAA Report of Investigation, or those used as a reference source to other materials indexed in the FAA's Investigative Record System.</p> <p><i>a. FAA investigations of applicants and employees.</i></p> <p><i>b. Other FAA investigations.</i></p> <p><i>c. Investigative correspondence card files.</i></p>	<p>Destroy upon completion of administrative or appeal actions but not later than 5 years from the date of last entry into the file.</p> <p>Destroy 5 years following last completed action of litigation or 5 years from the date of last inquiry or entry into the file.</p> <p>Destroy investigative case file 60 days after referral to the office of origin.</p> <p>Destroy 90 days after completion of final action.</p> <p>Destroy contents 3 years from date of origin.</p> <p>Destroy 5 years after destruction of the PSF.</p> <p>Destroy those index cards that refer to FAA investigations on other than employees or applicants, or that are maintained in lieu of an FAA Report of Investigation, 20 years after creation of the index card.</p> <p>Destroy 5 years after destruction of the related file material.</p>	<p>SF-115 237-77-3 Item 7 Approved 12/2/77</p> <p>SF-115 237-77-3 Item 8 Approved 12/2/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
1650	<p><i>d. Reports about stolen aircraft and aircraft engaged in illegal activities.</i></p> <p>15. Classified Information Nondisclosure Agreement (SF-189) files.</p> <p>Civil Aviation Security</p> <p>1. General correspondence files. Correspondence, reports, and related materials accumulated in the administration and direction of programs for the prevention of criminal acts against air transportation.</p> <p><i>a. Files of the Civil Aviation Security Service concerning plans, policies, and standards relating to aircraft hijacking, bomb threats, aircraft and cargo security, airport security, air security guards, collection and dissemination of information concerning threats against air commerce, and the research, development, and maintenance of deterrent systems for the prevention of criminal acts against air transportation, including test data on detection devices and X-ray baggage inspection equipment. Includes studies and reports of significant accomplishments.</i></p> <p><i>b. All others.</i></p>	<p>Destroy 5 years after creation.</p> <p>Destroy 50 years from date of issue.</p> <p>PERMANENT. Cutoff files annually. Transfer to FRC when 5 years old. Transfer to NARA when 10 years old.</p> <p>Cutoff files annually. Destroy when 2 years old.</p>	<p>SF-115 237-75-1 Item 1 Approved 7/26/74</p>
	<p>2. Civil aviation security rulemaking project files. Case files reflecting the development of new or amended Federal Aviation Regulations, and grants or denials of exemption petitions.</p> <p><i>a. Initial supplementary, final projects reports, internal coordination correspondence, executive summary, and other items determined to be significant by project officer.</i></p> <p><i>b. All other material.</i></p>	<p>PERMANENT. Transfer to FRC 5 years after completion of final action and as volume warrants. Transfer to NARA when 15 years old.</p> <p>Destroy 5 years after completion of final action.</p>	

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>3. Operations liaison files. Documents relating to the collection, evaluation and dissemination of Civil Aviation Security Information such as hijacking, sabotage, terrorism, bomb threats, attempts to board with concealed weapons, and related incidents. Included are statistical and summary data, reports, and related indices.</p> <p><i>a. Original Records.</i> Microfilm in accordance with 36 CFR 1230.</p> <p><i>b. Microfilm of original records.</i></p> <p>4. Air carrier/airport program review files. Documents relating to air carrier/airport security enforcement programs submitted by air carriers/airport operators to FAA for approval.</p> <p>5. Air carrier, airport and individual violation files. Case files relating to investigations of air carrier and airport violations, and violations by individuals of Federal Aviation Regulations pertaining to civil aviation security including investigations, reports, statistical data and summaries.</p> <p><i>a. Offices of primary interest for case files.</i> These are as follows: Principal Security Inspectors for designated air carrier violations, Civil Aviation Security Field Offices for airport violations at airports under their jurisdiction, and Civil Aviation Security Divisions for violations by individuals when investigative responsibility is within the regional jurisdiction.</p> <p>(1) Case files relating to violations which result in Administrative Enforcement Actions.</p> <p>(2) Case files relating to violations which result in Legal Enforcement Action.</p>	<p>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</p> <p>Destroy microfilm when 50 years old.</p> <p>Destroy when superseded by new program document.</p> <p>Destroy 1 year after the year in which the case is closed in the EIS. (Refer to paragraph 2150 Item 4.)</p>	<p>SF-115 237-77-5 Item 1 Approved 6/6/77</p> <p>SF-115 237-92-5 Item 1 Approved 10/13/94</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>(a) Official case file.</p> <p>(b) Official case file copies maintained by the Civil Aviation Security Office of Primary Interest.</p> <p>(3) Case files resulting in “no action”.</p> <p>(4) All other closed case files.</p> <p><i>b. WITHDRAWN.</i></p>	<p>Transfer to the office of Assistant Chief Counsel. These case files become legal enforcement case files and are retained, transferred and destroyed in accordance with paragraph 2150 Item 1.</p> <p>Destroy 1 year after the year in which the case is closed in the Enforcement Information Subsystem (EIS). (Refer to paragraph 2150 Item 4.)</p> <p>Destroy 30 days after (or no more than 90 days) the date the case is closed in the EIS. (Refer to paragraph 2150 Item 4.)</p> <p>Destroy when no longer needed for reference.</p>	
1700	<p>ADMINISTRATIVE SERVICES</p> <p>1. General correspondence files. Administrative correspondence, reports, forms and other papers relating to administrative support services including the acquisition, production, and distribution of printed matter; still photography and graphic arts services; motion picture production; library services; data processing; mail and messenger operations; and telephone and telegraphic services.</p> <p><i>a. Agency office of primary interest.</i></p> <p><i>b. Offices and units responsible for performance of administrative support services.</i></p> <p>2. Directory files. Correspondence, forms and other records relating to the compilation of telephone listings and directories.</p>	<p>Cutoff files annually. Destroy when 2 years old.</p> <p>Cutoff files annually. Destroy when 2 years old.</p> <p>Destroy 2 months after issuance of directory.</p>	<p>SF-115 237-77-3 Item 9 Approved 12/2/77</p> <p>SF-115 II-NNA-1017 Item 96 Approved 7/13/54</p> <p>GRS 11 Item 3</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>3. Printing reports files. Reports to Joint Committee on Printing regarding operation of FAA printing plants and inventories of printing, binding, and related equipment.</p> <p>4. Inventory and stock control files. Documents, such as FAA Form 2846 or equivalent, reflecting supply status of publications and blank forms.</p> <p>5. Mailing lists and related files.</p> <p><i>a. Correspondence, request forms, and other records relating to changes in mailing lists.</i></p> <p><i>b. Card lists.</i></p> <p><i>c. Plate files and standard distribution schedules.</i></p> <p>6. Distribution schedule files. Schedules, such as FAA Form 121 or equivalent, shipping instructions, and related papers used to determine printing quantities for FAA publications and forms.</p>	<p>Destroy when 3 years old.</p> <p>Cutoff files annually. Destroy when 1 year old.</p> <p>Destroy when 3 months old or after revision of list, whichever is earlier.</p> <p>Destroy individual cards when canceled or revised.</p> <p>Destroy when canceled or revised.</p> <p>Destroy when publication distribution pattern is revised.</p>	<p>GRS 13 Item 5a</p> <p>GRS 13 Item 3</p> <p>GRS 13 Item 4a</p> <p>GRS 13 Item 4b</p>
1730	<p>Visual, Exhibits, And Graphics</p> <p>1. Visual services files. Original art work, illustrations, slides, charts and graphics, negatives, and other visual aids.</p> <p>2. Visual services work order files. Documents relating to requests for visual services and of work performed.</p>	<p>Destroy 1 year after final publication or when no longer needed for further reproduction.</p> <p>Destroy when 1 year old.</p>	<p>GRS 21 Items 6, 7, 8</p>
1740	<p>Audio-Visuals</p> <p>1. Black and white and color photographic prints.</p> <p><i>a. Photographic print files.</i> Agency-generated, sponsored, or gathered prints of historical and modern aircraft, airports, air traffic control facilities and equipment, civilian and military aviation activities, and major Federal Administration (FAA) officials, programs, and events.</p>	<p>PERMANENT. Cutoff file every 5 years. Transfer 5 year accumulation with related finding aid to NARA 5 years after cutoff.</p>	<p>SF-115 237-95-6 Item 1 Approved 11/6/95</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>b. Transitory photographic files.</i> Agency-generated, sponsored, or gathered prints of insignificant and routine activities such as coverage of FAA awards ceremonies, retirements, campaign activities and training programs common to most government agencies.</p> <p><i>c. Photographic work order files.</i> Documents relating to requests for photographic services, such as FAA Form 131 or equivalent, and of work performed.</p> <p>2. Black and white negatives and contact sheets.</p> <p><i>a. Black and white photographic negatives and contact sheets files.</i> Agency-generated, sponsored, or gathered black and white negatives and corresponding contact sheets pertaining to historically significant subject matter (see Item 1a above), linked through common numbering to whatever matching prints may be covered under Item 1a above.</p> <p><i>b. Transitory black and white negatives and contact sheets files.</i> Agency-generated, sponsored, or gathered black and white negatives and corresponding contact sheets pertaining to historically insignificant or routine subject matter (see Item 1b above).</p> <p>3. Color negatives and contact sheets.</p> <p><i>a. Color photographic negatives and contact sheets files.</i> Agency-generated, sponsored, or gathered color negatives and corresponding contact sheets pertaining to historically significant subject matter (see Item 1a above), linked through common numbering to whatever matching prints may be covered under Item 1a above.</p> <p><i>b. Transitory color negatives and contact sheets files.</i> Agency-generated, sponsored, or gathered color negatives and corresponding contact sheets pertaining to historically insignificant or routine subject matter (see Item 1b above).</p>	<p>Destroy when 1 year old or when no longer needed.</p> <p>Destroy when 1 year old.</p> <p>PERMANENT. Cutoff file every 5 years. Transfer 5 year accumulation with related log or finding aid to NARA 5 years after cutoff.</p> <p>Destroy when 1 year old or when no longer needed.</p> <p>PERMANENT. Cutoff file every 5 years. Transfer 5 year accumulation with related finding aid to NARA 5 years after cutoff.</p> <p>Destroy when 1 year old or when no longer needed.</p>	<p>GRS 21 Item 1</p> <p>SF-115 237-95-6 Item 1 Approved 11/6/95</p> <p>GRS 21 Item 1</p> <p>SF-115 237-95-6 Item 1 Approved 11/6/95</p> <p>GRS 21 Item 1</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>4. Color slides.</p> <p><i>a. Color photographic slide files.</i> Agency-generated, sponsored, or gathered color slides pertaining to historically significant subject matter (see Item 1a above).</p> <p><i>b. Transitory color slide files.</i> Agency-generated, sponsored, or gathered color slides pertaining to historically insignificant or routine subject matter (see Item 1b above).</p> <p>5. Motion Picture Films and Video Recordings.</p> <p><i>a.. Motion Picture Films and Video Recordings.</i> Agency-generated, acquired, sponsored, or gathered motion picture films and video recordings that document historical FAA personalities, events, and activities. NOTE: For permanent film, NARA wants the preprint (original, negative or positive intermediate), plus a second print or videotape copy. For permanent video recording, NARA wants the original or earliest generation plus a second copy.</p> <p><i>b. Transitory motion picture films and video recordings files.</i> Agency-generated, sponsored, or gathered motion picture films and video recordings pertaining to historically insignificant or routine subject matter.</p> <p><i>c. Routine scientific, medical, or engineering footage or recordings.</i></p> <p>6. Magnetic audiotape recordings.</p> <p><i>a.. Magnetic audiotape recordings.</i> Agency-generated, sponsored, or gathered audio cassettes, reel to reel recordings or cartridges that document historical FAA personalities, speeches, conferences, and other significant events and activities. NOTE: For permanent magnetic audiotape recording, NARA wants the original or earliest generation plus a second copy.</p>	<p>PERMANENT. Cutoff file every 5 years. Transfer 5 year accumulation with related finding aid to NARA 5 years after cutoff.</p> <p>Destroy when 1 year old or when no longer needed.</p> <p>PERMANENT. Cutoff file every 5 years. Transfer 5 year accumulation with related finding aid to NARA 5 years after cutoff.</p> <p>Destroy when 1 year old or when no longer needed.</p> <p>Destroy when 2 year old or when no longer needed.</p> <p>PERMANENT. Cutoff file every 5 years. Transfer 5 year accumulation with related finding aid to NARA 5 years after cutoff.</p>	<p>SF-115 237-95-6 Item 1 Approved 11/6/95</p> <p>GRS 21 Item 1</p> <p>SF-115 237-95-6 Item 1 Approved 11/6/95</p> <p>GRS 21 Items 9 - 21</p> <p>GRS 21 Items 12 and 19</p> <p>SF-115 237-95-6 Item 1 Approved 11/6/95</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>b. Transitory magnetic audiotape recordings files. Agency-generated, sponsored, or gathered audio cassettes, reel to reel recordings or cartridges pertaining to historically insignificant or routine subject matter.</i></p> <p>7. Graphic Arts</p> <p><i>a. Two copies of agency generated, sponsored, or gathered posters distributed agencywide or to the public and outstanding artwork of unusual or outstanding merit. NOTE: For original artwork of unusual or outstanding merit, NARA wants, if possible, 2x2 color slide or 4x5 color transparency copies of the items. For additional guidance, contact NARA's Nontextual Archives Division.</i></p> <p><i>b. Viewgraphs, routine artwork, line and halftone negatives, screened paper prints, and line copies of graphs and charts used to produce graphic art.</i></p>	<p>Destroy when 1 year old or when no longer needed.</p> <p>PERMANENT. Cutoff file every 5 years. Transfer 5 year accumulation with related finding aid to NARA 5 years after cutoff.</p> <p>Destroy when 1 year old or when no longer needed.</p>	<p>GRS 21 Item 22</p> <p>SF-115 237-95-6 Item 1 Approved 11/6/95</p> <p>GRS 21 Items 5 - 9</p>
1750	Library Services		
1760	<p>Office Services</p> <p>1. Office equipment service files. Requests for office equipment maintenance service, such as typewriter repairs and telephone service.</p> <p>2. Parking permit files. Documents relating to applications for an issuance of car parking permits.</p>	<p>Cutoff files annually. Destroy 1 year after work is performed or requisition canceled.</p> <p>Destroy after permit is reassigned.</p>	
1770	<p>Mail Management</p> <p>1. Post office and private mail company records. Postal Office and private mail company forms and supporting papers, including records of received or dispatched registered mail pouches; applications for registration and certificates of declared value mail; receipts and records of incoming and outgoing registered, insured, and special delivery mail; and reports of loss, rifling, delay, and wrong delivery.</p>	<p>Cutoff files annually. Destroy when 1 year old.</p>	<p>GRS 12 Item 5</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	2. Mail production files. Production reports of mail handled and work performed and related complications.	Cutoff files annually. Destroy when 1 year old.	GRS 12 Item 6d
	3. Remittance record files. Record of remittances (cash, check, money orders) and other valuables enclosed in incoming mail.	Cutoff files annually. Destroy when 1 year old.	GRS 12 Item 6e
	4. Penalty Mail Report files. Official penalty mail reports and related papers. Includes all Mail Survey Reports (FAA Forms 1770-1, 1770-11, and 1770-12) and other documentation that shows how postage costs were determined.	Cutoff files annually. Destroy when 6 years old.	GRS 12 Item 7
	5. Mail control files. Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, EXCLUDING both those covered by Item 1 above.	Destroy when 1 year old.	GRS 12 Item 6a
	6. Messenger service files. Daily logs, assignments records, dispatch records, delivery receipts, route schedules and related papers.	Destroy when 2 months old.	GRS 12 Item 1
1800	PROGRAM MANAGEMENT AND APPRAISAL		
1810	System Acquisition		
1820	Management Guidelines		
1830	Telecommunications Management		
1840	Appraisal		
1850	Management and Productivity Improvement		
1860	System Planning and Development		
1880	Management Information		
1900	EMERGENCY READINESS AND OPERATIONS		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>1. Defense readiness planning files. Records documenting the administration of defense readiness and civil defense plans and programs, including consolidated or comprehensive reports reflecting agencywide results of tests conducted under emergency plans; duplicates of each plan and directive issued with related significant background papers; and related correspondence.</p> <p>2. Emergency plan files. Copies of emergency plans and directives, other than those described in Item 1 above.</p> <p>3. Operation tests files. Records accumulating from emergency alerts and civil defense tests, such as instructions to test participants, staffing assignments, messages, copies of reports, and related correspondence.</p>	<p>Cutoff files annually. Destroy when 5 years old.</p> <p>Destroy when superseded or obsolete.</p> <p>Cutoff files annually. Destroy when 3 years old.</p>	<p>SF-115 237-77-3 Item 11 Approved 12/2/77</p> <p>Nonrecord</p> <p>GRS 18 Item 28</p>
1910	Emergency Operations Orders and Plans		
1920	Civil Aviation Emergency Readiness		
1930	Radiological Emergency Operations		
1940	Emergency Resource Management		
1950	Emergency Operations Tests and Exercises		
2000	<p>LEGAL</p> <p>The records described below are generated in accomplishing the legal work of the agency, including the providing of legal counsel and advice on matters pertaining to agency functions; the administration of agency legislative, enforcement, rules drafting and interpretation rules codification, tort claims, and contract appeals programs; and the conduct of litigation in which the agency is involved or has an interest.</p>		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
2010	<p>1. General correspondence files. Correspondence, reports, and other records maintained by legal offices reflecting the development and accomplishment of policies, programs, and processes governing all phases of assigned legal responsibilities, but EXCLUDING files described elsewhere in this paragraph.</p> <p><i>a. Correspondence resulting in opinions, correspondence with National Transportation Safety Board, and other correspondence of a substantive nature.</i></p> <p><i>b. Queries on violation history, duplicate copies of aviation medical denials, routine correspondence requiring no further action, or other correspondence reflecting housekeeping actions.</i></p> <p>2. Legal workload report files. Periodic workload reports of attorneys, such as FAA Form 2000-1 or equivalent.</p>	<p>PERMANENT. Cut-off files annually. Transfer to FRC when 4 years old. Transfer to NARA when 19 years old.</p> <p>Destroy when 1 year old.</p> <p>Destroy when 2 years old.</p>	<p>SF 115 237-77-3 Item 81 Approved 12/2/77</p> <p>SF-115 NN-163-163 Item 3 Approved 9/25/63</p>
	<p>Opinions</p> <p>1. Legal opinion files. Documents reflecting legal decisions or opinions on questions arising in connection with laws, regulations, and other matters affecting FAA, and related indexes.</p> <p><i>a. Precedential decisions.</i> Microfilm a five-year block in accordance with 36 CFR 1230.</p> <p><i>b. Microfilm.</i></p> <p>(1) Record copy.</p> <p>(2) Microfilm duplicate.</p>	<p>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</p> <p>PERMANENT. Transfer to NARA with record copy of accompanying AVLEX Subject Index upon filming and verification of quality of film.</p> <p>Destroy in agency when no longer needed for legal research.</p>	<p>SF 115 237-77-3 Item 82 Approved 12/2/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
2050	<p>(3) All other copies.</p> <p>Legislation</p> <p>1. Legislative history files. Case files compiled by the Legislative Staff on enacted legislation, Congressional resolutions, Executive Orders, and proclamations of interest to FAA, consisting of draft proposals, supporting papers, and comments reflecting FAA's position, and related indexes.</p> <p><i>a. Legislation of limited applicability to FAA.</i></p> <p><i>b. Legislation directly and significantly affecting the FAA.</i></p> <p>2. Legislative proposal files. Case files accumulated by legal offices on proposed or introduced legislation, Congressional resolutions, Executive Orders, and proclamations, consisting of draft proposals, supporting papers, and comments setting forth FAA's positions, and related indexes.</p> <p><i>a. Records of proposals that are enacted.</i></p> <p><i>b. Records of proposals not enacted.</i></p> <p>(1) Proposals initiated by FAA and those initiated outside FAA relating to aviation matters.</p> <p>(2) All others.</p> <p>(3) Legislative reference files. Copies of proposed and enacted legislation, Executive Orders, and proclamations accumulated for information purposes.</p>	<p>Destroy in agency when 5 years old.</p> <p>Transfer to FRC 5 years after enactment. Destroy 10 years after enactment.</p> <p>PERMANENT. Transfer to FRC when inactive. Transfer to NARA 10 years after receipt by FRC.</p> <p>Transfer to legislative history files (paragraph 2050 Item 1) and dispose of accordingly.</p> <p>Transfer to FRC 5 years after close of case. Destroy 25 years after close of case.</p> <p>Destroy 4 years after close of case.</p> <p>Destroy when no longer needed for current agency business.</p>	<p>SF 115 237-77-3 Item 83(1) Approved 12/2/77</p> <p>SF-115 237-77-3 Item 83 (2) Approved 12/2/77</p> <p>SF-115 NN-163-163 Item 7 Approved 9/25/63</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
2100	<p>RULES, REGULATIONS. AND ORDERS</p> <p>1. Rules dockets files. Dockets relating to creation of a new Federal Aviation Regulation (FAR) or amendment of an existing FAR. Each docket contains some or all of the following documents: proposal, notice of proposed rulemaking, written material received from the public in response to the notice, petitions for rulemaking and exemptions from the rule, petitions for rehearing or reconsideration, petitions for modifications or revocations, notices granting or denying exemptions, reports of proceedings such as oral arguments or formal public hearings, notices denying proposals, final rule or order.</p> <p><i>a. General rulemaking dockets.</i></p> <p>(1) Dockets relating to substantive rules that attracted great public or industry attention and response; signified an advance in aerotechnology, had significant impact on general aviation commercial flying, or signified a major development in the history of the agency, AS SELECTED BY THE OFFICE OF THE CHIEF COUNSEL (AGC).</p> <p>(a) Dockets not microfilmed.</p> <p>(b) If microfilmed.</p> <p><i>1 Original records.</i> Microfilm in accordance with 36 CFR 1230.</p>	<p>PERMANENT. Transfer to FRC 30 years after close of file. Transfer to NARA 55 years after close of file.</p> <p>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</p>	<p>SF-115 237-83-1 Item 12 Approved 11/30/83</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p style="text-align: center;"><i>2 Microfilm of original records.</i></p> <p>(2) Unselected dockets.</p> <p style="padding-left: 40px;">(a) Dockets not microfilmed.</p> <p style="padding-left: 40px;">(b) If microfilmed.</p> <p style="padding-left: 40px;"><i>1 Original records.</i> Microfilm in accordance with 36 CFR 1230.</p> <p style="padding-left: 40px;"><i>2 Microfilm of original records.</i></p> <p><i>b. Exemption dockets (non-medical).</i></p> <p style="padding-left: 40px;">(1) Dockets not microfilmed.</p> <p style="padding-left: 40px;">(2) If microfilmed.</p> <p style="padding-left: 80px;">(a) Original records. Microfilm in accordance with 36 CFR 1230.</p> <p style="padding-left: 80px;">(b) Microfilm of original records.</p> <p><i>c. Exemption dockets (Medical).</i></p> <p style="padding-left: 40px;">(1) Denied exemptions.</p>	<p>PERMANENT. Transfer to NARA record copy of microfilm/microfiche with accompanying subject index in 10 year blocks when the latest records are 30 years old.</p> <p>Transfer to FRC 30 years after close of file. Destroy 55 years after close of file.</p> <p>Destroy original records when microfilm is determined to be an adequate substitute for paper records. Destroy 55 years after close of file.</p> <p>Transfer to FRC 5 years after termination date. Destroy 10 years after termination date.</p> <p>Destroy original records after microfilm is determined to be an adequate substitute for paper records. Destroy 10 years after termination date.</p>	<p>SF-115 237-83-1 Item 12 Approved 11/30/83</p> <p>SF-115 237-83-1 Item 12 Approved 11/30/83</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>(a) Dockets not microfilmed.</p> <p>(b) If microfilmed.</p> <p>1 Original records. Microfilm in accordance with 36 CFR 1230.</p> <p>2 Microfilm of original records.</p> <p>(2) Granted exemptions.</p> <p>(a) Dockets not microfilmed.</p> <p>(b) If microfilmed.</p> <p>1 Original records. Microfilm in accordance with 36 CFR 1230.</p> <p>2 Microfilm of original records.</p> <p>d. Special condition dockets.</p> <p>(1) Dockets not microfilmed.</p> <p>(2) If microfilmed.</p> <p>(a) Original records. Microfilm in accordance with 36 CFR 1230.</p>	<p>Transfer to FRC 2 years after close of file. Destroy 7 years after close of file.</p> <p>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</p> <p>Destroy 7 years after close of file.</p> <p>Transfer to FRC 2 years after close of file. Destroy 32 years after close of file.</p> <p>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</p> <p>Destroy 32 years after close of file.</p> <p>Transfer to FRC 30 years after close of file. Destroy when FAA cancels type certificate of aircraft.</p> <p>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</p>	<p>SF-115 237-83-1 Item 12 Approved 11/30/83</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>(b) Microfilm of original records.</p> <p><i>e. Airworthiness directives dockets (Issued in Washington, D.C.).</i></p> <p>(1) Dockets not microfilmed.</p> <p>(2) If microfilmed.</p> <p>(a) Original records. Microfilm in accordance with 36 CFR 1230.</p> <p>(b) Microfilm of original records.</p> <p><i>f. Denials and dispositions of petitions for rulemaking dockets.</i></p> <p>(1) Dockets not microfilmed.</p> <p>(2) If microfilmed.</p> <p>(a) Original records. Microfilm in accordance with 36 CFR 1230.</p> <p>(b) Microfilm of original records.</p> <p><i>g. Regional airworthiness directives dockets and regional airspace dockets. (These are duplicate copies of the original dockets which originate in regional offices.)</i></p>	<p>Destroy when FAA cancels type certificate of aircraft.</p> <p>Transfer to FRC when 30 years old. Destroy when FAA cancels type certificate.</p> <p>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</p> <p>Destroy when FAA cancels type certificate.</p> <p>Transfer to FRC 10 years after issue of denial. Destroy 35 years after issue of denial.</p> <p>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</p> <p>Destroy 35 years after issue of denial.</p> <p>Destroy in agency when no longer needed for reference.</p>	<p>SF-115 237-83-1 Item 12 Approved 11/30/83</p> <p>SF-115 237-83-1 Item 12 Approved 11/30/83</p> <p>SF-115 237-77-3 Item 84 (g) Approved 12/2/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>h. Washington airspace dockets.</i></p> <p>(1) Dockets not microfilmed.</p> <p>(2) If microfilmed.</p> <p>(a) Original records. Microfilm in accordance with 36 CFR 1230.</p> <p>(b) Microfilm of original records.</p> <p><i>i. Washington and regional transmittal files and non-codified items</i> such as notices of meetings, delegations of authority, organizational certification requests, and similar material.</p>	<p>Transfer to FRC 5 years after close of case. Destroy 15 years after close of case.</p> <p>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</p> <p>Destroy 15 years after close of case.</p> <p>Destroy in agency when no longer needed for reference.</p>	<p>SF-115 237-83-1 Item 12 Approved 11/30/83</p> <p>SF-115 237-77-3 Item 84 (i) Approved 12/2/77</p>
2110	Procedures (Including Docketing)		
2120	Codification		
2130	Interpretations		
	<p>1. Legal interpretation files. Documents reflecting legal interpretations of Civil Air Regulations, Federal Aviation Regulations, special regulations, regulations of the Administrator, and related legislation.</p>	<p>Destroy in agency when no longer needed for legal research purposes.</p>	<p>SF-115 237-77-3 Item 85 Approved 12/2/77</p>
2150	Enforcement		
	<p>1. Legal enforcement case files. Case files relating to legal actions taken with respect to alleged violations of Federal Aviation Regulations, consisting of violation reports, technical analyses, evidentiary materials, sanction documents, and related correspondence.</p>		<p>SF-115 237-92-4 Item 1 Approved 8/10/95</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>a. Case files forwarded to and processed by the offices of the Assistant Chief Counsel for headquarters, regions, and centers.</i></p> <p><i>b. Case files resulting in “no action”.</i></p> <p><i>c. Case files resulting in indefinite suspension of an airmen certificate pending successful completion of reexamination or proof of qualification.</i></p> <p>2. Enforcement monitor files. Case files of enforcement cases processed by regional legal offices, consisting of copies of violation reports, technical analyses, and related documents, maintained by the Washington headquarters legal office to evaluate regional enforcement operations.</p> <p><i>a. Regional air carrier, commercial operator, and manufacturer cases.</i></p> <p><i>b. All others.</i></p> <p>3. Violation report files. Documents maintained by legal offices reflecting enforcement activity, including Violation Report Data (FAA Forms 2150-2 and 2150-3, or equivalent); digests of appeals to NTSB and related court decisions; and enforcement statistical reports.</p> <p>4. Enforcement Information Subsystem (EIS). An automated database system that contains information concerning FAA enforcement actions against individuals and organizations.</p>	<p>Transfer to FRC 2 years after case is closed in the Enforcement Information Subsystem (EIS). (Refer to paragraph 2150 Item 4.)</p> <p>Destroy 5 years after case is closed in EIS.</p> <p>Destroy 30 days after (or no more that 90 days after) the case is closed in EIS. (Refer to paragraph 2150 Item 4a(5).)</p> <p>Destroy 1 month after the date of the successful completion of reexamination or proof of qualifications.</p> <p>Destroy 3 years after close of case.</p> <p>Destroy 2 years after close of case.</p> <p>Destroy in agency when no longer needed for reference.</p>	<p>SF-115 NN-163-163 Item 11 Approved 9/25/63</p> <p>SF-115 237-77-3 Item 87 Approved 12/2/77</p> <p>SF-115 237-92-4 Item 2 Approved 8/10/95</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>a. EIS Master Files contain information concerning open and closed FAA enforcement actions against individuals and organizations.</i></p> <p>(1) For closed cases involving Other than Individuals.</p> <p>(2) For closed cases involving Revocation of Airmen Certificates.</p> <p>(3) For closed cases involving suspension of airmen certificates (except when subsequent enforcement actions have been opened against the individual, see Item 4a(9) below.</p> <p>(4) For closed cases involving civil penalties against individuals (except when subsequent enforcement actions have been opened against the individual, see Item 4a(9) below.</p> <p>(5) For cases resulting in “no action”.</p>	<p>Delete closed cases when data have been entered into the Archives File (4b) and verified or when data are no longer needed for reference, whichever is later. See Archives Public Use File (4c) for data that will be available for research. Exceptions are indicated below.</p> <p>Destroy identifying information when no longer needed for reference.</p> <p>Destroy information which identifies the individual when no longer needed for reference.</p> <p>Destroy information which identifies the individual 5 years after the date the airman surrenders his/her airman certificate, the date the airman submits an affidavit of certificate loss, or date of the Order of Suspension with Waiver of Sanction.</p> <p>Destroy information which identifies the individual 5 years after the date the civil penalty has been paid, date of the Order Assessing Civil penalty with Waiver of Sanction, date of the civil penalty letter which provides for a waiver of sanction, or date a promissory note for payment of the civil penalty has been provided to the FAA.</p> <p>Destroy information which identifies the individual 30 days after (or no more than 90 days after) the case is closed in the EIS.</p>	

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>(6) For closed cases involving indefinite suspension of an airman certificate pending successful completion of reexamination or proof of qualifications.</p> <p>(7) For cases resulting in administrative enforcement action.</p> <p>(8) For all other closed cases.</p> <p>(9) In all cases, if at the time the identifying information is due to be destroyed, a subsequent enforcement report has been opened, the identifying information in the first record will be destroyed in accordance with the following:</p> <p style="padding-left: 40px;">(a) If the subsequent enforcement action is resolved by administrative action or “no action”.</p> <p style="padding-left: 40px;">(b) If the subsequent enforcement action is resolved through civil penalty or certificate action.</p> <p><i>b. EIS Archives Files</i> contains information concerning closed FAA enforcement actions against individuals and organizations.</p>	<p>Destroy information which identifies the individual 30 days after (or no more than 90 days after) the date of successful completion of reexamination or proof of qualifications.</p> <p>Destroy information which identifies the individual 2 years after the case is closed in the EIS.</p> <p>Destroy identifying information when no longer needed for reference.</p> <p>Destroy the identifying information in the first record at the time the subsequent enforcement is resolved.</p> <p>Destroy the identifying information in the first record when the subsequent enforcement is destroyed.</p> <p>Destroy (delete) closed cases when data have been entered into the Archives Public Use File (4c) and verified, or when data are no longer needed, whichever is later.</p>	

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
2200	<p><i>c. EIS Archives Public Use File</i> contains information concerning closed FAA enforcement actions against individuals and organizations. (This file will not include information that identifies individuals and select information intended for FAA internal use only. Some of the information that will be included in this file are the case report number, the FARs violated, and the final action.)</p> <p><i>d. EIS Federal Aviation Regulations (FAR) File.</i> This is a subsidiary file to the EIS Master File and it covers FARs violations. (This file contains the following information: report number (year, region, office, and sequence number), record (type and sequence number), FAR code, and sanction amount.)</p> <p><i>e. EIS Documentation.</i> Regardless of medium, record layouts, coding sheets/code books, a copy of the blank input questionnaire or form from which the file data came, a statement of the editing procedures, technical description of the file, File Users Manuals, final reports, and background information that would be useful or necessary to a researcher using the file.</p> <p>(1) Electronic files designated Permanent.</p> <p>(2) Electronic files designated Temporary.</p>	<p>PERMANENT. Cutoff files annually. Transfer a copy to the National Archives 3 months after cutoff.</p> <p>PERMANENT. Cutoff annually. Transfer copy to NARA with the EIS Archives Public Use File.</p> <p>PERMANENT. Transfer a copy of documentation with file to NARA. Transfer updates and changes annually with subsequent transfer of the file.</p> <p>Destroy when no longer needed.</p>	SF-115 237-92-4 Item 3 Approved 8/10/95
	<p>5. Enforcement Records maintained on microforms in the Airmen and Aircraft Registry.</p>	<p>Consistent with retention and destruction guidelines set out in Item 4a(2) through 4a(9) above, destroy that portion of the microform indices, which refer to microform copies of enforcement records, prior to or incident to conversion other than microform.</p>	
2200	CONTRACTS—LEGAL FUNCTIONS		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
2210	Airports Agreements 1. Airports legal assistance files. Correspondence, reports, opinions, and related materials reflecting legal counsel and review actions in connection with the administration of the Federal Aid to Airports Program.	Transfer to FRC when inactive. Destroy 5 years after FRC receipt.	SF-115 237-77-3 Item 88 Approved 12/2/77
2230	Condemnation 1. Legal condemnation files. Case files accumulated by legal offices reflecting proceedings in connection with the acquisition of interests in real property by condemnation, including the preparation of declarations and coordination with the Department of Justice.	Destroy 3 years after close of case.	SF-115 NN-163-163 Item 14 Approved 9/25/63
2240	Contract Appeals 1. Contract appeals case files. Briefs, decisions, correspondence, and other documents compiled by legal offices in appeals by contractors from decisions on disputed questions by contracting officers. <i>a. Cases selected by the AGC because of their precedential character.</i> <i>b. Unselected cases.</i>	PERMANENT. Transfer to FRC 5 years after case is settled. Transfer to NARA 20 years after case is settled. Transfer to FRC 5 years after case is settled. Destroy 25 years after case is settled.	SF-115 237-77-3 Item 89 Approved 12/2/77
2250	Tort Claims And Personal Property Claims 1. Tort claims and personal property claims files. Case files consisting of reports, vouchers, witness statements, legal decisions, and related material pertaining to claims by or against the Government resulting from FAA transactions, OTHER than litigation cases. <i>a. Cases relating to claims approved for payment.</i>	Retain for GAO site-audit.	SF-115 NN-163-163 Item 16 Approved 9/25/63

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
2300	<p><i>b. All others.</i></p> <p>LITIGATION</p> <p>1. Litigation action files. Case files consisting of correspondence, pleadings, depositions, transcripts, and related materials pertaining to court actions arising out of aviation tort and civil contract claims cases and other agency activities. NOTE: Some case files may be worthy of permanent retention if they significantly interpret FAA basic statutes and regulations or reflect significant developments. These should be brought to the attention of NARA for appraisal and appropriate disposition authorization.</p>	<p>Destroy when 3 years old.</p> <p>Transfer to FRC 3 years after close of case.</p> <p>Destroy 13 years after close of case.</p>	<p>SF-115 237-91-2 Approved 8/16/94</p>
2400	<p>FINANCIAL MANAGEMENT</p> <p>The records described below are accumulated in connection with the financial management of the Federal Aviation Administration. The records disposition standards provided apply to records generated in the development and execution of FAA programs and activities relating to budget formulation, presentation, and administration; accounting matters, including payroll and pay administration; financial reporting; and auditing.</p>	<p>EXCEPTION. Regardless of the retention period specified, records relating directly to an unsettled claim by or against the United States, current or pending litigation or investigation, and exceptions taken by the General Accounting Office (GAO), will not be disposed of until final settlement or clearance of the matter.</p>	
2500	<p>BUDGET</p> <p>1. General correspondence files. Site files, correspondence, reports, and related materials accumulated in the course of budget and fiscal program activities, including policy formulation and implementation, preparation and justification of estimates, apportionment, and reporting, and related matters affecting agency expenditures, but EXCLUDING files described elsewhere in this paragraph.</p>		<p>SF-115 237-77-3 Item 92 (1) Approved 12/2/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>a. Agency office of primary interest.</i></p> <p><i>b. Budget offices at regional, office, service, and Aeronautical Center level.</i></p> <p><i>c. All others.</i></p> <p>2. Reimbursable agreements files. Case files relating to reimbursable agreements entered into with the Agency for International Development, Department of Defense, and others to furnish supplies, equipment, and services relating to aviation to foreign countries, consisting of memorandums of agreement; project implementation orders; obligation, expenditure, and billing documents; and related correspondence.</p> <p>3. Annual budget estimate files. Record copies of annual estimates, comprised of appropriation language sheets, charts, narrative statements, related schedules and data, copies of Congressional hearings, and related committee reports and legislation.</p> <p><i>a. Record copies of estimates (comprised of appropriation language sheets, chart, statements, related schedules and data) prepared, consolidated, or maintained at the agency level.</i></p> <p><i>b. All other records.</i></p> <p>4. Budget working files. Work papers, cost statements, and other data accumulated in preparation of projected fiscal programs and annual budget estimates and for budget review purposes, including duplicates of papers included in file copies of budget estimates described in Item 3 above.</p>	<p>Cutoff files at close of FY. Transfer to FRC when agency administrative needs have been satisfied. Destroy 40 years after FRC receipt.</p> <p>Cutoff files at close of FY. Destroy when 5 years old.</p> <p>Cutoff files at close of FY. Destroy when 2 years old.</p> <p>Transfer to FRC 4 years after close of the FY covered by agreement. Destroy when 19 years old.</p> <p>PERMANENT. Cut-off files at close of FY involved. Transfer to FRC when 5 years old. Transfer to NARA when 20 years old.</p> <p>Destroy when no longer needed for reference.</p> <p>Cutoff files at close of FY involved. Destroy when 1 year old.</p>	<p>SF-115 237-77-3 Item 92 (2) Approved 12/2/77</p> <p>SF-115 237-77-3 Item 92 (3) Approved 12/2/77</p> <p>GRS 5 Item 2</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>5. WITHDRAWN.</p> <p>6. Records of the Administrator's Review Committee. Records include minutes and related correspondence, agendas, and other background papers for board meetings; special studies notebooks, and spring preview notebooks.</p> <p><i>a. Agency office of primary interest.</i></p> <p>(1) Record copy of minutes of board meetings.</p> <p>(2) Agendas, correspondence, and other background papers related to board meetings. and duplicate copies of minutes.</p> <p>(3) Spring preview (Five-year Program Notebooks).</p> <p>(4) Special studies notebooks.</p> <p><i>b. All other offices.</i></p> <p>7. Budget apportionment files. Apportionment and reapportionment schedules, staffing authorizations, allotment advices, supporting documents, and related correspondence documenting the administration and execution of the approved operating budget.</p>	<p>PERMANENT. Cut-off files annually. Transfer to FRC when no more than 10 years old. Transfer to NARA 15 years later.</p> <p>Destroy when no longer needed for reference.</p> <p>PERMANENT. Transfer to FRC when no more than 10 years old. Transfer to NARA 15 years later.</p> <p>PERMANENT. Transfer to FRC when no more than 10 years old. Transfer to NARA 15 years later.</p> <p>Destroy when 5 years old.</p> <p>Destroy 2 years after close of fiscal year involved. Records pertaining to No Year appropriations and construction programs are to be destroyed 2 years after they become inactive.</p>	<p>SF-115 237-77-3 Item 92 (4) Approved 12/2/77</p> <p>GRS 5 Item 4</p>
2510	<p>Budgetary Report</p> <p>1. Budgetary report files. Periodic reports on the status of fiscal programs, such as the Summary Fiscal Status Report, or equivalents, and supporting narratives.</p>		<p>GRS 5 Item 3</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>a. Annual Report (end of fiscal year).</i></p> <p><i>b. All other reports.</i></p> <p>2. Intra-regional fiscal report files. Periodic reports on the status of fiscal programs and the apportionment or reapportionment of funds prepared and maintained at the regional and subordinate office level.</p> <p><i>a. Regional budget office (record copy only).</i></p> <p><i>b. All others.</i></p>	<p>Destroy when 5 years old.</p> <p>Cutoff files at close of FY involved. Destroy when 3 years old.</p> <p>Cutoff files at close of FY involved. Destroy when 4 years old.</p> <p>Cutoff files at close of FY involved. Destroy when 1 year old.</p>	<p>SF-115 II NNA-1017 Item 146 Approved 7/13/54</p>
2520	Budget Preparation		
2600	APPROPRIATIONS AND FUNDING		
2700	ACCOUNTING		
	<p>1. Policy correspondence files. Correspondence, reports, and related materials maintained by the agency office of primary interest relating to the development and establishment of agency accounting policies, systems, and procedures, and the direction and evaluation of accounting programs and fiscal reporting operations.</p>	<p>Cutoff files annually. Transfer to FRC when 4 years old. Destroy when 10 years old.</p>	<p>SF-115 NC-174-124 Item 1 Approved 2/25/74</p>
2710	General Financial Reports		
	<p>1. General Accounting operations correspondence files. Correspondence, reports, and related records accumulated by accounting activities pertaining to day-to-day operations, including examination and certification of vouchers and invoices, payroll services, collections and disbursements, and movement of persons and goods under Government orders, but EXCLUDING files described below.</p>	<p>Cutoff files at close of FY involved. Destroy when 2 years old.</p>	<p>GRS 6 Item 5a</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>2. Accountable Officer's files. Accountable officers' accounts consist of original statements of transactions, schedules, vouchers, and other supporting documents, retained for GAO site audit. All audited accounts and any unaudited accounts more than 1 full fiscal year old may be transferred to the FRCs without special permission from GAO. However, accounts may be retained, if required by the accountable officer, for not more than 3 full fiscal years. Authority to transfer unaudited accountable officers' accounts which are less than 1 year old should be obtained from GAO through the Records Officer. Accountable officers' accounts at overseas locations should be retained for a minimum of 3 years before transfer.</p> <p>3. Commercial freight and passenger transportation files. Original vouchers and supporting documents covering payments to carriers for transportation services, and original contracts for freight or passenger transportation rates or services.</p> <p>4. Employee surety bond files. Legal documents purchased for the purpose of placing personnel under surety bond protection, including individual name bonds, position schedule bonds, and blanket bonds covering groups of employees.</p> <p><i>a. Official copies and attached powers of attorney.</i></p> <p><i>b. Other copies of bonds and related papers.</i></p> <p>5. Accountable officers' returns. Memorandum copies of accounts current, all supporting vouchers, schedules, documents (including liquidated obligation documents) and related papers, exclusive of transportation records covered in Items 13 through 16 below and payroll records covered in paragraph 2730. (See paragraph 2710 for originals retained for GAO site-audit.)</p> <p>6. GAO exceptions files. General Accounting Office notices of exception (formal or informal) and related correspondence.</p>	<p>Cut-off files at close of FY involved. Transfer to FRC when 1 year old. Destroy when 6 years and 3 months old.</p> <p>Cut-off files at close of FY involved. Transfer to FRC when 1 year old. Destroy when 6 years old.</p> <p>Destroy 15 years after bond becomes inactive or 15 years after end of bond premium.</p> <p>Destroy when bond becomes inactive or at end of bond premium period.</p> <p>Destroy when 1 year old.</p> <p>Destroy 1 year after exception is reported as cleared by GAO.</p>	<p>GRS 6 Item 1a</p> <p>GRS 9 Item 1a</p> <p>GRS 6 Item 6</p> <p>GRS 6 Item 1b</p> <p>GRS 6 Item 2</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>7. Certificate of settlement files. Documents reflecting the settlement of accounts of accountable officers, statement of differences, and related papers.</p> <p><i>a. Certificates covering closed account settlements, supplemental settlements, and final balance settlements.</i></p> <p><i>b. Certificates showing periodic settlements.</i></p> <p><i>c. Schedules of certificates of settlement of claims settled by the General Accounting Office.</i></p> <p>8. Accountable officer designee files. Records relating to the designation and revocation of accountable officers.</p> <p>9. Availability, collection, custody, and deposit files. Certificates of deposit (such as Standard Forms 201 and 209) and related papers; records of cash remittances received DOT F 2770.2; transcripts, tabulations, and reports prepared by the Treasury Department advising of the status of agency funds available (such as Standard Forms 520, 523, and 526); and related records.</p> <p>10. General ledger account files. Documents showing debit and credit entries, and reflecting expenditures in summary.</p> <p>11. Allotment and ledger distribution transaction files. Records, showing status of obligations and allotments under each appropriation.</p> <p>12. Posting and control files. Documents subsidiary to the general and allotment ledger accounts, such as journal vouchers (Standard Form 1017g or equivalent) and other transaction documents used to support ledger entries.</p>	<p>Destroy 2 years after date of settlement.</p> <p>Destroy when subsequent certificate of settlement is received.</p> <p>Destroy 2 years after date of settlement.</p> <p>Destroy 4 years after revocation, provided account is cleared by GAO.</p> <p>Destroy 4 years after date of document.</p> <p>Cut-off files at close of FY. Transfer to FRC 1 year after files are closed. Destroy 6 years and 3 months after files are closed.</p> <p>Cut-off files at close of FY. Transfer to FRC 1 year after files are closed. Destroy 6 years and 3 months after files are closed.</p>	<p>GRS 6 Item 3a</p> <p>GRS 6 Item 3b</p> <p>GRS 7 Item 2</p> <p>GRS 7 Item 3</p> <p>GRS 7 Item 4</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>a. Originals.</i></p> <p><i>b. Copies.</i></p> <p>13. Freight transportation files. Export certificates, transit certificates, shipping documents, memorandum copies of Government or commercial bills of lading, shortage and demurrage reports, household sheets, and all supporting documents, and including files relating to the shipment of household effects.</p> <p>14. Passenger transportation (carrier) files. Documents reflecting payments to carriers, consisting of memorandum copies of vouchers (Standard Form 1113A), memorandum copies of transportation requests (Standard Form 1169A), travel authorization, and all supporting papers.</p> <p>15. Passenger transportation (individual) files. Documents reflecting reimbursements to individuals, consisting of copies of travel orders, per diem vouchers, hotel reservations, and supporting papers relating to official travel of officers, employees, dependents, and others authorized to travel.</p> <p><i>a. Employee travel folders.</i></p> <p><i>b. Obligation copies</i></p> <p><i>c. WITHDRAWN.</i></p> <p>16. Transportation request accountability files. Records documenting the issue or receipt of accountable documents involved in travel and transportation functions.</p>	<p>Destroy when 3 years old.</p> <p>Destroy when 2 years old.</p> <p>Cut-off files at close of FY involved. Transfer to FRC when 1 year old. Destroy when 6 years old.</p> <p>Cut-off files at close of FY. Transfer to FRC 1 year after files are closed. Destroy 6 years after files are closed.</p> <p>Cut-off files at close of FY. Transfer to FRC 1 year after files are closed. Destroy 6 years after files are closed.</p> <p>Destroy when funds are obligated.</p> <p>Destroy 1 year after all entries on form are cleared.</p>	<p>GRS 9 Item 1a</p> <p>GRS 9 Item 1d</p> <p>GRS 9 Item 3a</p> <p>GRS 9 Item 3b</p> <p>GRS 9 Item 4b</p>
2730	Payroll, Leave, and Allowances		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>1. Individual earning and service files. Documents reflecting fiscal aspects of employment history (such as Standard Form 1127 or equivalents) and papers attached pursuant to item (4) below. This record may be in paper or microform but NOT in machine readable form.</p> <p>2. Leave record files. Pay or fiscal copies of leave record including time and attendance reports used to show accumulated leave, and records of leave data transferred, such as Standard Form 1150, or equivalent.</p> <p><i>a. Final cards showing accumulated leave of employee on transfer or separation from Federal Government service.</i></p> <p><i>b. All other pay or fiscal copies.</i></p> <p>3. Time and attendance report files. Time and attendance paper documents, such as FAA Form 2730-68 or equivalent, or machine readable form, used in payroll preparation and processing.</p> <p>4. Leave application and overtime and/or holiday work approval and authorization files. Applications for leave, such as Standard Form 71, and related papers, including copies of military orders and certificates of attendance, Form DOT F 3500.1, Overtime and/or Holiday Work, or equivalent, and related papers.</p> <p><i>a. Application for leave taken immediately prior to separation from Federal Government service.</i></p> <p><i>b. All others.</i></p> <p>5. Payroll allotment files. Records of payroll allotments and papers authorizing deductions, changes, or cancellations.</p> <p>6. Payroll control files. Records used to direct a change or correction of an individual pay transaction whether created and maintained by paying agency or payroll processor.</p>	<p>Cut-off file at end of CY. Transfer to National Personnel Records Center, St. Louis, Missouri, when 4 years old. Destroy when 56 years old.</p> <p>File on right side of Official Personnel Folder. See paragraph 3290 Item 1 for disposal of OPF.</p> <p>Destroy when 3 years old.</p> <p>Destroy when 6 years old.</p> <p>File on right side of OPF.</p> <p>Destroy when 3 years old.</p> <p>Destroy 4 years after superseded or obsolete or upon separation of employee.</p>	<p>GRS 2 Item 1b</p> <p>GRS 2 Item 9</p> <p>GRS 2 Item 8</p> <p>GRS 2 Item 9</p> <p>GRS 2 Item 13a</p> <p>GRS 2 Item 23</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>a. Copies subject to GAO audit.</i></p> <p><i>b. All other copies.</i></p> <p>7. Administrative payroll report files. WITHDRAWN.</p> <p>8. Withholding tax files. Documents reflecting Federal and state income tax deductions, including returns on income taxes withheld, such as IRS Form W-2; reports of taxes withheld, such as IRS Form W-3, or equivalent; withholding tax exemption certificates, such as IRS Form W-4, or equivalent, and related papers.</p> <p>9. Savings bond files. Reports of deposits and purchase of bonds, such as Standard Form 1168 or equivalent and related papers.</p> <p>10. Retirement record files. Card files, Standard Form 2806, or equivalent reflecting accounts deducted from pay of employees subject to the Retirement Act.</p> <p>11. Retirement reports and registers. Control documents maintained in connection with the retirement records of individual employees, such as Standard Form 2807 or equivalents.</p> <p>12. Insurance deduction files. Reports of insurance deductions and related papers, including copies of vouchers and schedules of payment.</p> <p>13. Levy and garnishment files. Notices, change slips, worksheets, and correspondence relating to charges against retirement funds or attachment of salary for debts of employees.</p> <p>14. Miscellaneous Reports or Analyses. Payroll office copies of special reports or data generated from payroll files which are used for workload and personnel management purposes by nonpayroll office program managers.</p>	<p>Destroy after GAO audit or when 3 years old, whichever is sooner.</p> <p>Destroy 1 month after end of related pay period.</p> <p>Destroy when 4 years old.</p> <p>Destroy when 4 years old.</p> <p>Transfer in accordance with instructions in Federal Personnel Manual.</p> <p>For CSRS/FERS related records, destroy upon receipt of official OPM acceptance of annual summary.</p> <p>Destroy when 4 years old.</p> <p>Destroy 3 years after garnishment is terminated.</p> <p>Destroy when 2 years old.</p>	<p></p> <p></p> <p>GRS 2 Item 13b and c</p> <p></p> <p></p> <p>GRS 2 Item 28</p> <p></p> <p>GRS 2 Item 18</p> <p>GRS 2 Item 22b</p>
2750	Voucher Examination and Certification		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
2770	Collection, Safekeeping, Deposit, and Disbursements of Funds		
2800	FINANCIAL REPORTING		
	1. Fiscal year end reporting files. Fiscal year end financial reports and supporting statements.	Destroy when 10 years old.	
	2. Financial accounting report files. Reports submitted to other Government agencies, such as Standard Forms 133, Report on Budget Status, and 220, Statement of Financial Condition, and Treasury Department Form 814, or equivalents.	Destroy when 10 years old.	
2900	AUDITING		
	1. Policy correspondence files. WITHDRAWN.		
	2. Audit evaluation files. WITHDRAWN.		
	3. Audit evaluation files. WITHDRAWN.		
	4. Special financial advisory services files. Documents relating to advisory services other than those described elsewhere in this schedule, such as: review of cost reduction projects; participation on lease/purchase study teams; procurement reviews; and other special assignments.	Destroy 4 years after date of report.	SF-115 NN-171-123 Item 6 Approved 4/13/71
2920	Internal Auditing Files. WITHDRAWN.		
2930	Contract Auditing		
	1. Contract audit files. Audit reports and supporting documents relating to the examination of financial aspects of FAA contractor operations.	Destroy 3 years after final contract payment.	SF-115 NN-171-123 Item 8 Approved 4/13/71
	2. Contractor financial evaluation files. Documents relating to advisory services rendered in the negotiation and award of contracts.	Destroy 3 years after final contract payment.	SF-115 NN-171-123 Item 9 Approved 4/13/71
	3. Contract protest/inquiry files. Documents relating to preparation of agency responses to protests or inquiries concerning the propriety of procurement actions.	Destroy 4 years after final action on protest or inquiry.	SF-115 NN-171-123 Item 10 Approved 4/13/71
	4. Concessionaire audit files. WITHDRAWN.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	5. Concessionaire financial evaluation files. WITHDRAWN.		
2940	FAAP Auditing. WITHDRAWN.		
2950	Financial Capability Of Air Carriers. WITHDRAWN.		
2960	General Accounting Office (GAO) Auditing 1. General Accounting Office audit report files. Audit reports, coordination papers, final agency replies, and related correspondence accumulated in connection with audits by GAO of FAA activities. 2. GAO audit follow-up files. Documents accumulated in reviews to determine that FAA commitments to GAO audits are satisfactorily implemented.	Transfer closed files when 5 years old. Destroy when 10 years old, provided that action on audit recommendations has been completed. Transfer closed files when 5 years old. Destroy when 10 years old, provided that action on audit recommendations has been completed.	SF-115 NC-174-124 Item 2 Approved 2/25/74 SF-115 NC-174-124 Item 3 Approved 2/25/74
2970	Office of the Secretary (OST) Auditing 1. Office of Inspector General (OIG) audit report files. Audit reports issued by the OIG Director of Audits, coordination papers, and related documents accumulated in connection with formulating an agency reply to OIG audits of FAA functions. 2. Office of Inspector General audit follow-up files. Documents accumulated in independent reviews to determine that FAA commitments to OIG audits are satisfactorily implemented.	Destroy closed case files when 10 years old, provided that action on audit recommendations has been completed. Destroy closed case files 4 years after final action on audit report recommendations.	SF-115 NN-171-123 Item 4 Approved 4/13/71 SF-115 NN-171-123 Item 5 Approved 4/13/71
3000	TRAINING		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>The records described below are accumulated as a result of agency training programs and activities. They fall into two general groups: records that reflect the planning, direction, and conduct of training programs; and records relating to the progress and proficiency of the individual trainee. Excluded from the provisions of this paragraph are records of completion of training courses filed in official personnel folders.</p> <p>1. General correspondence files. Correspondence, reports, and related documents reflecting the development and administration of agency programs relating to technical training associated with aviation (air traffic, airway facilities, flight standards and airports); executive, supervisory and managerial training; general employee development; and the direction and supervision of agency schools, but EXCLUDING files described elsewhere below.</p> <p><i>a. Office of Personnel and Technical Training.</i></p> <p>(1) Correspondence files relating to technical training associated with aviation.</p> <p>(2) All others.</p> <p><i>b. Training offices at the regional, office, service, and center levels.</i></p> <p><i>c. All others.</i></p> <p>2. Requests for out-of-agency training, such as FAA Form 3000-3, or equivalent.</p>	<p>PERMANENT. Cutoff files annually. Transfer to FRC when 5 years old. Transfer to NARA when 10 years old.</p> <p>Cutoff files annually. Destroy when 5 years old.</p> <p>Cutoff files annually. Destroy when 5 years old.</p> <p>Cutoff files annually. Destroy when 5 years old.</p> <p>Destroy when 1 year old.</p>	<p>SF-115 237-75-3 Item 3 Approved 12/13/74</p>
3010	Catalogs of Courses		
3020	Development and Methods		
3030	Evaluation		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
3100	TRAINING PROGRAMS		
	<p>1. Training program files. Correspondence, reports, course quotas, schedules, and related materials created in the establishment of specific technical, management, and specialized training programs and courses of instruction.</p> <p>2. Training manuals and related instructional directives.</p> <p><i>a. Record copies maintained by the issuing or controlling office.</i></p> <p><i>b. All others.</i></p> <p>3. Individual academic training files. Case files containing student attendance records, information on courses taken, personal and professional records, grades and certificates received, and related materials maintained by the Federal Aviation Academy for students participating in training courses conducted by the academy.</p> <p>4. Individual employee. Case files containing applications, schedules, certificates, reports of attendance and progress, and related documents accumulated by operating offices reflecting the training of individual employees.</p>	<p>Cutoff files annually. Destroy when 5 years old.</p> <p>PERMANENT. Transfer superseded or obsolete record copy to NARA when 5 years old.</p> <p>Destroy when no longer required for administrative use.</p> <p>Transfer to FRC 3 years after separation from FAA, or 2 years after date of last action, if separation date is unknown. Destroy 5 years after separation from FAA, or 5 years after date of last action, if date of separation is unknown.</p> <p>Destroy 1 year after separation or transfer of employee.</p>	<p>SF-115 237-75-3 Item 4 Approved 12/13/74</p> <p>SF-115 237-75-3 Item 5 Approved 12/13/74</p> <p>Nonrecord</p> <p>SF-115 II-NNA-752 Item 16 Approved 6/11/54</p> <p>SF-115 II-NNA-1017 Item 14b(2) Approved 7/13/54</p>
3105	Instructor		
3110	Management and Supervisory		
3115	General Development		
3120	Air Traffic		
3125	Airports		
3130	Air Navigation Facilities		
3135	Environmental Quality		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
3140	Flight Standards		
3145	Directed Study		
3150	Medical		
3155	Out-of-Agency		
3160	On-the-Job		
3165	Logistics Management		
3170	National Airspace		
3200	<p>PERSONNEL MANAGEMENT</p> <p>The records described below relate to the development and operation of the agency's personnel management, occupational safety program activities, and environmental health records. They are generated by formally organized personnel offices in the development of agency personnel policies, standards, and procedures and the performance of personnel operations and services, and, where indicated, by operating offices in the supervision of employees. Records of local Boards of United States Civil Service Examiners are EXCLUDED from the provisions of this paragraph.</p> <p>1. General correspondence files. Correspondence, reports, and related materials accumulated in the administration of agency personnel management activities including recruitment, placement, career development, employee relations, employee recognition, position classification, salary and wage administration, military personnel management, and occupational safety, but EXCLUDING files described elsewhere in this paragraph.</p> <p><i>a. Office of Personnel and Technical Training.</i></p>	<p>Cutoff files annually. Transfer to FRC when 3 years old. Destroy when 10 years old</p>	<p>SF-115 237-75-3 Item 1 Approved 12/13/74</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>b. Personnel offices providing centralized services for agency headquarters, regions, and centers.</i></p> <p><i>c. All others.</i></p>	<p>Cutoff files annually. Destroy when 3 years old.</p> <p>Destroy when 2 years old.</p>	GRS 1 Item 3
	<p>2. Personnel management project files. Case files resulting from studies and surveys of personnel management activities and functions.</p> <p>3. Personnel management project working files. Background material, notes, rough drafts, interim and progress reports summarized in final reports, and related papers.</p>	<p>Dispose of in accordance with Item 1a above.</p> <p>Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.</p>	SF-115 237-75-3 Item 2 Approved 12/13/74
3210	Human Resources Management		
3250	Military Personnel Management		
	<p>1. Military personnel files. Copies of orders of assignment, military histories, position descriptions, letters of designation, travel orders, effectiveness reports, and correspondence relating to military personnel assigned to FAA.</p>	Destroy 1 year after all claims have been settled.	SF-115 237-77-6 Item 1 Approved 6/13/77
3290	Personnel Program Records, Files, and Reports		
	<p>1. Official personnel folders. Case files documenting official employment history, excluding documents maintained as temporary records described in Item 2 below.</p> <p><i>a. Folders of employees transferred to another agency.</i></p> <p><i>b. Folders of separated employees (includes consultants).</i></p>	<p>Follow instructions in Chapter 7 of the <i>Guide to Personnel Recordkeeping</i>.</p> <p>Transfer folder to National Personnel Records Center, St. Louis, Missouri, 30 days after separation.</p> <p>Destroy 65 years after separation from Federal service.</p>	GRS 1 Item 1

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>c. Training and Proficiency Files. FAA Form 3120-1, Training and Proficiency Record.</i></p> <p>2. Temporary materials in official personnel folders. Correspondence and forms maintained as temporary records on the left side of the Official Personnel Folder in accordance with Chapter 3 of the <i>Guide to Personnel Recordkeeping</i>, EXCLUDING performance-related records.</p> <p>3. Employee records not maintained in official personnel folders. Correspondence and forms in personnel offices relating to individual employees not maintained in Official Personnel Folders and not provided for elsewhere in this schedule.</p> <p><i>a. Correspondence and forms relating to pending personnel actions.</i></p> <p><i>b. All other correspondence and forms, including copies of records duplicated in Official Personnel Folders and not provided for elsewhere in this schedule.</i></p> <p>4. Unofficial personnel folders. Employee folders maintained outside personnel offices consisting of materials pertaining to individual employees of the operating offices.</p> <p>5. Employee foreign service folders. Case files consisting of materials pertaining to the foreign assignment of FAA employees.</p> <p>6. Service record cards. Official summaries of employment history, Standard Form 7, or its equivalent.</p>	<p>When transferring from an ATC facility to a staff position in the regional, Washington, Center or Academy offices transfer to the OPF until such time as the ATC returns to an ATC facility. Upon termination of employment with the FAA transfer to the OPF for disposition with the OPF.</p> <p>Destroy upon separation or transfer of employee, or when 1 year old, whichever is sooner. See GRS 1 Item 23 for disposition of temporary performance-related records.</p> <p>Destroy when action is completed.</p> <p>Destroy when 6 months old.</p> <p>Review annually. Destroy superseded or obsolete documents. Destroy file 1 year after employee separation or transfer.</p> <p>Transfer to inactive file on return of employee to program office. Transfer to FRC when 1 year old. Destroy when 5 years old.</p>	<p>SF-115 237-79-3 Item 3 Approved 11/14/79</p> <p>GRS 1 Item 10</p> <p>GRS 1 Item 17a & c</p> <p>GRS 1 Item 18a</p> <p>GRS 1 Item 2</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
3300	<i>a. Cards for employees separated or transferred on or before December 31, 1947.</i>	Transfer to National Personnel Records Center, St. Louis, Missouri. Destroy 60 years after earliest personnel action.	
	<i>b. Cards for employees separated or transferred on or after January 1, 1948.</i>	Destroy 3 years after separation or transfer of employee.	
	7. Employee record cards used for information purposes outside personnel offices (such as SF 7B or equivalent).	Destroy on separation or transfer of employee.	GRS 1 Item 6
	8. Statistical report files. Statistical reports in personnel offices relating to personnel, including retained copies of reports to the Office of Personnel Management.	Destroy when 2 years old.	GRS 1 Item 16
	EMPLOYMENT		
	1. Appointment files. Correspondence, letters, and telegrams offering appointments to potential employees.		GRS 1 Item 4
	<i>a. Appointments accepted.</i>	Destroy when no longer needed.	
	<i>b. Offers of temporary or excepted appointments declined.</i>	File with application. See Item 2 below for disposition.	
	<i>c. Offers of appointments declined by individuals whose names were received from Office of Personnel Management certificates of eligibles.</i>	Return to Office of Personnel Management with reply and application.	
	<i>d. All other offers of appointments declined.</i>	Destroy immediately.	
	2. Applicant files. Pending or unsuccessful applications for appointment and related papers.		
	<i>a. Records pertaining to appointments requiring Senatorial confirmation.</i>	Destroy when 1 year old.	SF-115 II-NNA-1017 Item 177 Approved 7/13/54
	<i>b. All others.</i>	Destroy upon receipt of Office of Personnel Management inspection report or when 2 years old, whichever is earlier.	GRS 1 Item 15

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>3. Certificate of eligibles files. Copies obtained from Office of Personnel Management of certificates of eligibles with related requests, forms, correspondence, and statement of reasons for passing over a preference eligible and selecting a nonpreference eligible.</p> <p>4. Notification of personnel action files. Standard Form 50 documenting all individual personnel actions such as employment, promotions, transfers, and separation, exclusive of the copy in Official Personnel Folders.</p> <p><i>a. Chronological file copies, including fact sheets.</i></p> <p><i>b. All others.</i></p> <p>5. Internal promotion plan files. Announcements, bids, copies of registers, and selection papers maintained by personnel offices.</p> <p>6. Promotion plan announcement files. Copies of promotion plan position vacancy notices maintained by operating offices.</p> <p><i>a. Notices containing qualifications and requirements standards.</i></p> <p><i>b. All others.</i></p>	<p>Destroy when 2 years old.</p> <p>Destroy when 2 years old.</p> <p>Destroy when 1 year old.</p> <p>Destroy upon receipt of Office of Personnel Management report of inspection or when 2 years old, whichever is earlier, providing requirements of Federal Personnel Manual are observed.</p> <p>Destroy when canceled or superseded.</p> <p>Destroy 30 days after expiration date.</p>	<p>GRS I Item 5</p> <p>GRS 1 Item 14</p> <p>SF-115 II-NNA-1306 Item 4 Approved 8/10/54</p>
3330	Recruitment, Selection, and Placement		
3340	Promotion Plan Qualification Standards		
3350	Job Retention		
	<p>1. Retention files. Retention registers, including card files and related papers, maintained by personnel offices to determine retention standing of employees.</p> <p><i>a. Records from which reduction-in-force actions have been taken.</i></p>	<p>Destroy when 2 years old.</p>	<p>GRS 1 Item 17b</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<i>b. Records from which no reduction-in-force actions have been taken.</i>	Destroy when superseded or obsolete.	
	2. Reemployment rights files. Documents maintained to establish reemployment rights of individuals on overseas and other assignments.	Destroy 1 year after employee is reemployed or after the employee's reemployment rights expire.	
3370	Separations		
3400	EMPLOYEE PERFORMANCE AND UTILIZATION		
	1. Performance rating board files. Duplicate case files of performance rating boards of review, copies of which have been forwarded to the Office of Personnel Management.	Destroy 1 year after close of case.	GRS 1 Item 9
	2. WITHDRAWN.		
3410	Employee and Career Development		
3430	Performance Evaluation		
3450	Employee Recognition And Incentives		
	1. Incentive awards files. Case files including recommendations, approved nominations, correspondence, reports and related handbooks pertaining to agency-sponsored cash and non-cash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.	Destroy 2 years after approval or disapproval.	GRS 1 Item 12a(1)
3500	POSITION CLASSIFICATION, PAY, AND ALLOWANCES		
	1. Position descriptions.		
	<i>a. Records copies maintained by Personnel offices.</i>	Destroy 2 years after position is abolished or description superseded.	GRS 1 Item 7b
	<i>b. All others.</i>	Destroy after position is abolished or description superseded.	Nonrecord

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>2. Position identification strips. Visible strips used to provide summary data on each established position.</p> <p>3. Annual supervisory position review. Annual position review and certification submitted by all supervisors to regional personnel offices.</p>	<p>Destroy when superseded or obsolete.</p> <p>Destroy when 3 years old or 2 years after regular inspection whichever is sooner.</p>	GRS 1 Item 11
3510	Position Classification and Job Evaluation		
3550	Pay Administration		
3590	Allowances and Differentials		
3600	ATTENDANCE AND LEAVE		
	<p>1. Employee time, attendance and leave files. Application for leave, time and attendance reports, overtime and holiday work reports, daily time records, and related materials, EXCEPT those used in payroll activities (paragraph 2730 Item 2).</p>	Destroy when 1 year old.	SF-115 II-NNA-1306 Item 3 Approved 8/10/54
3700	PERSONNEL RELATIONS AND SERVICES		
3710	Labor Management/Employee Relations		
	<p>1. Labor management relations policy records. Correspondence, reports and related material concerning labor-management relations policies in the FAA.</p> <p><i>a. National labor management agreements, relating to occupations peculiar to FAA, for example, Air Traffic Controllers, Airway Facility employees, Flight Standards Inspectors.</i></p> <p><i>b. All other FAA labor management agreements, at both national and local levels relating to clerical and other types of employees common to most Federal agencies.</i></p>	<p>PERMANENT. Transfer to FRC when 10 years old or sooner, if inactive. Transfer to NARA when 20 years old.</p> <p>Transfer inactive agreements to FRC 5 years after date of contract agreement. Destroy when 15 years old.</p>	<p>SF-115 237-77-4 Item 3 Approved 4/7/77</p>
	<p>2. Labor relations agreements files. Case files developed in negotiations for collective bargaining agreements or contracts, and related mediations and impasses. Includes proposals, minutes of meetings, transcripts, draft and approved agreements, and related correspondence.</p>		SF-115 NC-174-102 Item 1 Approved 1/10/74

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>a. National agreements.</i></p> <p><i>b. Regional and local agreements.</i></p> <p>3. Labor relations arbitration files. Case files developed in the arbitration of grievances and disputes over interpretation and application of labor agreements. Includes complaints, reports of investigation, hearing transcripts, decisions, appeals, and related correspondence.</p> <p>4. Labor relations complaints files. Case files relating to union grievances and disputes that are resolved short of arbitration, and to unfair labor practice complaints. Includes complaints, reports, decisions and related correspondence.</p>	<p>PERMANENT. Transfer closed case files to FRC when 10 years old. Transfer to NARA when 15 years old.</p> <p>Destroy closed case files 5 years after termination of recognition of bargaining agent, including records of negotiations where no agreement was reached.</p> <p>PERMANENT. Transfer closed case files to FRC when 10 years old. Transfer to NARA when 15 years old.</p> <p>Destroy closed case files when 5 years old.</p>	<p>SF-115 NC-174-102 Item 2 Approved 1/10/74</p> <p>SF-115 NC-174-102 Item 3 Approved 1/10/74</p>
3730	Drug Abuse		
3750	Confidential Financial Statement		
	1. Confidential financial statement files includes statements of employment and financial interests, and related papers.	Destroy 2 years after employee leaves a position in which a statement is required, or 2 years after the employee leaves the agency.	
3770	Grievances, Appeals, And Hearings		
	1. Employee grievance and appeal from adverse action files. Case files maintained by personnel offices, consisting of complaints, notices of adverse action, appeals, reports, transcripts, or summaries of hearings, decisions, and related correspondence. This item does not include adverse action documents filed in official personnel folders.	Destroy 5 years after close of case, or 5 years after any court action is concluded.	
3790	Services to Employees (Includes Health Programs)		
3800	INSURANCE AND ANNUITIES		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
3900	<p>EMPLOYEE HEALTH AND SAFETY</p> <p>1. Accident, fire, and personal injury files. Reports and summaries, such as FAA Form 3900-6, OSHA 102F, and OSHA 102FF, and related materials maintained by occupational safety offices, and copies retained by reporting officials. This item does not include reports filed as part of official personnel folders (paragraph 3290 Item 1), tort claims case files (paragraph 2250 Item 1), or motor vehicle management records.</p> <p>2. Safety and health inspection files. Inspection checklists, such as FAA Form 3900-1 or equivalent, and related correspondence documenting results of safety, health, and fire hazard inspections and any corrective actions taken.</p> <p><i>a. Records of Negative findings.</i></p> <p><i>b. Records of Deficiencies that are Corrected Locally.</i></p> <p><i>c. Records of Deficiencies that are Submitted to Higher Authority for Resolution.</i></p> <p>3. Occupational Health Survey Reports. Reports containing data such as, radiation measurements, sound level measurements and results, and air samplings.</p> <p><i>a. Agency Office of Primary Interest.</i></p> <p>(1) Reports not microfilmed.</p> <p>(2) If microfilmed.</p> <p>(a) Original records. Microfilm in accordance with 36 CFR 1230.</p> <p>(b) Microfilm of original records.</p>	<p>Destroy 5 years following the end of the calendar year to which they relate.</p> <p>Destroy when 5 years old.</p> <p>Destroy 5 years after corrective action is taken.</p> <p>Destroy 5 years after corrective action is taken.</p> <p>Transfer to FRC when 5 years old. Destroy when 15 years old.</p> <p>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</p> <p>Destroy when 15 years old.</p>	<p>SF-115 237-84-4 Item 2 Approved 10/1/84</p> <p>SF-115 237-84-4 Item 1 Approved 10/1/84</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
3910	<p>4. Acoustic and Audiometric files. Records containing audiograms, charts, graphs, and tables showing an individual hearing threshold. Audiometric test files contains individual's; name and job classification, date of audiogram, examiner's name, date of last acoustic or exhaustive calibration and employee's most recent noise exposure assessment. Correspondence and reports related to noise exposure measurements.</p> <p><i>a. Noise exposure measurement files.</i></p> <p><i>b. Audiometric test files.</i></p>	<p>Cutoff files annually. Destroy after 2 years.</p> <p>Destroy after separation or transfer of affected employee.</p>	<p>SF-115 237-84-3 Item 1 Approved 10/1/84</p>
	<p>Occupational/Environmental Health Records</p> <p>1. Employee health records case files. Documents constituting the basic medical record of agency employees, including medical examination reports, laboratory findings, correspondence, and related papers, EXCEPT pre-employment, disability retirement, and fitness for duty examinations, which become a part of the Official Personnel Folder upon separation, even though maintained separately from the folder prior to separation.</p> <p><i>a. Files of employees transferring within the FAA.</i></p> <p><i>b. Files of employees who resign, retire, die or transfer to another agency or files of other Federal (non-FAA) employees.</i></p> <p>2. Employee health record cards. DOT Form F3901.1, Individual Environmental Health Record, and equivalent.</p>	<p>Forward to the servicing personnel office to be forwarded with the Official Personnel Folder to the gaining organization.</p> <p>Transfer to FRC 2 years after separation. Destroy 20 years after date of last entry.</p> <p>Forward cards of employees transferring within the FAA to the medical official at the gaining organization. Destroy 2 years after last entry.</p>	<p>SF-115 237-77-7 Item 1 Approved 9/23/77</p> <p>SF-115 237-77-1 Item 2 Approved 9/23/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>3. Medical logs and registers. Logs and registers of visits to dispensaries, first aid rooms, and health units.</p> <p><i>a. Where information is summarized on statistical reports.</i></p> <p><i>b. Where information is not otherwise summarized.</i></p> <p>4. Employee health statistical summaries and reports, and related paperwork pertaining to employee health, retained by the reporting unit.</p> <p>5. Medical records of persons not appointed to FAA positions (unsuccessful applicants).</p> <p>6. X-ray files. X-rays made in connection with employee health programs maintained by agency medical offices.</p> <p><i>a. Pathological.</i> Employee's pathological X-rays, post accident X-rays, and related examinations and morbidity records maintained by agency offices.</p> <p><i>b. Nonpathological.</i></p>	<p>Destroy 3 months after last entry.</p> <p>Destroy 2 years after last entry.</p> <p>Destroy 2 years after date of summary or report.</p> <p>Destroy 3 years after date of examination, provided that Federal Personnel Manual requirements are met.</p> <p>Destroy when 55 years old.</p> <p>Destroy when 5 years old.</p>	<p>GRS 1 Item 20</p> <p>GRS 1 Item 22</p> <p>SF-115 237-77-7 Item 5 Approved 9/23/77</p> <p>SF-115 237-79-2 Item 4 Approved 2/8/79</p>
3920	Preventive Medicine and Industrial Hygiene		
3930	Employee Medical Evaluation		
3940	Dispensary Services		
	1. Medical records of non-FAA employees visiting FAA facilities to receive first-aid or emergency treatment.	Destroy 5 years after treatment date.	SF-115 237-77-7 Item 6 Approved 9/23/77
4000	AGENCY AIRCRAFT MANAGEMENT		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>The records described below are generated in activities pertinent to the development, utilization, and maintenance of the agency's aircraft fleet, including rental aircraft. They relate to the allocation of FAA aircraft resources; the operation of agency and rental aircraft; and the performance of related maintenance, modification, standardization, and engineering functions.</p> <p>1. General correspondence files. Routine correspondence about reports and studies, replies to request for information and related material maintained by the agency office of primary interest relating to its responsibilities for planning, development, direction, and evaluation of national agency aircraft management policies and programs.</p> <p>2. Regional aircraft management files. Correspondence, reports, and other documents maintained by offices responsible for managing regional agency aircraft programs.</p> <p><i>a. FAA aircraft assignment and issue files.</i></p> <p><i>b. Work orders, workload reports, and other data which reflects man-hour and utilization and maintenance costs.</i></p> <p><i>c. Correspondence and reports pertaining to the use of FAA owned and rental aircraft.</i></p>	<p>Cutoff files annually. Transfer to FRC when 4 years old. Destroy when 7 years old.</p> <p>Cutoff files annually. Destroy 2 years after being superseded or after conclusion of assignment.</p> <p>Cutoff files annually. Destroy when 2 years old.</p> <p>Cutoff files annually. Destroy when 2 years old.</p>	<p>SF-115 237-77-3 Item 12 Approved 12/2/77</p> <p>SF-115 II-NNA-1017 Item 20 Approved 6/22/54</p> <p>SF-115 II-NNA-1017 Item 21 Approved 6/22/54</p> <p>SF-115 II-NNA-1017 Item 22 Approved 6/22/54</p>
4010	Agency Aircraft Requirements		
4020	Aircraft Assignment		
4030	Aircraft Utilization		
4040	Agency Aircraft Operation (Includes Rental Aircraft)		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
4100	1. Pilot proficiency and qualification files. Documents reflecting proficiency of personnel authorized to operate agency aircraft, including FAA Form 4040-2, Pilot/Flight Engineer/Navigator Flight Record and Record of Flight Check, or equivalent forms, and related correspondence.	Destroy 1 year after pilot's separation or transfer from agency. (NOTE: The record may be offered to the employee for own use upon transfer or separation.)	SF-115 II-NNA-1017 Item 74 Approved 6/22/54
	2. Aircraft rental files. Correspondence, reports, authorization cards, proposals, and other documents relating to the rental of aircraft. <i>a. Pilot's authorization to rent files.</i>	Destroy upon separation of pilot from agency.	
	<i>b. Airports district office files.</i>	Cutoff files annually. Destroy when 5 years old.	SF-115 II-NNA-912 Item 12 Approved 6/11/54
	3. FAA Aircraft Request and Use Record - FAA Form 4040-6. Documents providing records of passengers carried on board FAA Aircraft, including request and justification for rental aircraft and purpose of flight.	Cutoff files annually. Destroy when 1 years old.	SF-115 237-82-1 Item 1 Approved 10/29/81
4100	AIRCRAFT MAINTENANCE AND MODIFICATION 1. General correspondence files. Correspondence, reports, and other documents relating to the repair, maintenance, inspection, servicing, and associated engineering of agency aircraft and avionics, but EXCLUDING files described elsewhere below. <i>a. Files pertaining to the inspection, servicing, and maintenance of FAA aircraft and the processing and storing of surplus aircraft, components, equipment, and parts.</i> <i>b. Files pertaining to securing, storing, revising and issuing of aircraft supplies and equipment.</i>	Cutoff files annually. Destroy when 10 years old. Cutoff files annually. Destroy when 2 years old.	

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>2. Aircraft maintenance instruction files. Manuals, circular memorandums, change orders, aircraft electronic equipment modifications, field maintenance bulletins, safety circulars, avionic test equipment modifications, and related aircraft and avionics maintenance directives, with supporting case files, if any.</p> <p><i>a. Record set maintained by the issuing or controlling office.</i></p> <p><i>b. All others.</i></p> <p>3. Aircraft historical files. Documents maintained for the purpose of reflecting a complete record of condition and serviceability of agency aircraft, such as aircraft log books (blue copy), inspection and maintenance records, malfunction and defect reports, airworthiness applications, and supporting papers, and including related aircraft card files.</p> <p><i>a. When aircraft is transferred or sold as surplus.</i></p> <p><i>b. When aircraft is scrapped.</i></p> <p><i>c. When aircraft is destroyed in an accident.</i></p> <p>4. Aircraft log book files. Home base copies of aircraft log books which remain in the original binder after the permanent and aircraft service base copies have been withdrawn.</p> <p>5. Engine and propeller historical files. Documents maintained to provide a complete record of condition and serviceability of agency aircraft engines and propellers, such as log books, repair and maintenance records, and forms AC 4100-184 and AC 4100-184-1 or equivalent.</p> <p><i>a. When engine or propeller is transferred or sold as surplus.</i></p>	<p>Transfer superseded or canceled case files to FRC when 4 years old. Destroy when 10 years old.</p> <p>Destroy when superseded or canceled.</p> <p>Transfer related file with aircraft.</p> <p>Destroy related file 1 year later.</p> <p>Destroy related file 2 years later.</p> <p>Destroy when 6 months old.</p> <p>Transfer related file with engine or propeller.</p>	<p>SF-115 237-77-3 Item 13 Approved 12/2/77</p> <p>Nonrecord</p> <p>SF-115 II-NNA-752 Item 10 Approved 6/11/54</p> <p>SF-115 II-NNA-752 Items 12 & 14 Approved 6/11/54</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>b. When engine or propeller is scrapped or other-wise destroyed.</i></p> <p>6. Aircraft services files. Forms, bulletins, card records, and other documents used in the maintenance, modification, and servicing of agency aircraft at the Aeronautical Center.</p> <p><i>a. Aircraft cost record indicating parts used in aircraft maintenance.</i></p> <p><i>b. Aircraft, man-hour costs record indicating number of man-hours utilized to repair aircraft.</i></p> <p><i>c. Aircraft gas and oil cost record.</i></p> <p><i>d. Aircraft service bulletin.</i></p> <p><i>e. Manufacturer's aircraft and components blueprints.</i></p> <p><i>f. Aircraft stock control and locator cards.</i></p> <p><i>g. Log book of incoming invoices.</i></p> <p><i>h. Aircraft maintenance and modification work projects files, consisting of authorizations, status reports, estimates, schedule, changes, man-hours expended and related correspondence.</i></p>	<p>Destroy related file 1 year later.</p> <p>Cutoff files annually. Destroy when 1 year old.</p> <p>Cutoff files annually. Destroy when 1 year old.</p> <p>Cutoff files annually. Destroy when 1 year old.</p> <p>Destroy when no longer needed for current operations.</p> <p>Destroy when no longer needed for current operations.</p> <p>Destroy when part to which card applies is discontinued as a stock item.</p> <p>Destroy 10 years after log is closed.</p> <p>Destroy 2 years after project completed.</p>	<p>SF-115 II-NNA-752 Item 6 Approved 6/11/54</p> <p>SF-115 II-NNA-752 Item 8 Approved 6/11/54</p> <p>SF-115 II-NNA-752 Item 9 Approved 6/11/54</p> <p>SF-115 II-NNA-752 Item 7 Approved 6/11/54</p>
4200	<p>AIRCRAFT LOAN GUARANTEE PROGRAM</p> <p>1. History of Loan Guarantee Program Files. Memorandum, agenda, reports, master copy of manual, and statistical summaries documenting the policies, procedures, and coordination of the loan guarantee program.</p>	<p>PERMANENT. Transfer to NARA in 1996 or when last loans are paid, whichever is sooner.</p>	<p>SF-115 237-85-1 Item 1 Approved 2/10/86</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>2. General Correspondence Files. Correspondence, memorandum, reports, and other records relating to the daily administration of the loan guarantee program.</p>	<p>Cutoff files annually. Transfer to FRC when 4 years old. Destroy when 8 years old.</p>	<p>SF-115 237-85-1 Item 2 Approved 2/10/86</p>
	<p>3. Aircraft Loan Guarantee Records. Case files for loans which have been paid in full and applications for loans which have been denied or withdrawn.</p>	<p>Cutoff files annually. Transfer to FRC when 5 years old. Destroy when 10 years old.</p>	<p>SF-115 237-85-1 Item 3 Approved 2/10/86</p>
4250	Supply Support Systems		
4400	<p>ACQUISITION AND PROCUREMENT</p> <p>The records described below relate to all aspects of the procurement, materiel, and real property functions of the agency. They pertain to the acquisition, management, storage, distribution, transfer, and disposal of real and personal property; the assignment and utilization of administrative and technical space; and motor vehicle management.</p> <p>1. General correspondence files. Correspondence, reports, and related documents accumulated in the administration and operation of agency procurement functions, including contracting and contract administration, but EXCLUDING files described elsewhere in this paragraph.</p> <p><i>a. Logistics Service and other major procurement activities responsible for planning and development of procurement policies and programs.</i></p> <p><i>b. All others.</i></p> <p>2. Real property title files. Original deeds, abstracts or certificates of title, survey notes, maps, correspondence, and related Papers documenting the acquisition of real property by FAA and predecessor agencies by purchase, condemnation, donation, or otherwise.</p>	<p>Cutoff files annually. Transfer to FRC when 4 years old. Destroy when 10 years old.</p> <p>Cutoff files annually. Destroy when 2 years old.</p>	<p>SF-115 NC 174-163 Item 1 Approved 3/29/74</p> <p>GRS 3 Item 2</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>a. Abstract of certificate of title.</i></p> <p><i>b. Other pages.</i></p> <p>3. Official contract, purchase order, and lease files. Case files documenting the initiation and administration of procurement transactions, including negotiation, award, administration, inspection, testing, acceptance, and payment. (NOTE: This item does not relate to any contract files stored at the Aeronautical Center as vital record.)</p> <p><i>a. Transactions of more than \$25,000 and all contracts exceeding \$2,000, dated after July 25, 1974.</i></p> <p><i>b. Transactions of \$25,000 or less and construction contracts under \$2,000, dated subsequent to July 25, 1974; and transactions of \$2,500 or less dated prior to July 25, 1974.</i></p> <p><i>c. Case files relating to utility contracts regardless of monetary value.</i></p> <p>4. Procurement document copy files. Copies of contracts, purchase orders, and other procurement documents, exclusive of those covered in Item 3 above, used by procurement offices for administrative purposes.</p> <p>5. Bid files. Case files of bids received from prospective contractors for supplies, equipment, or services, both successful and unsuccessful.</p> <p>6. Canceled bid files. Case files on bids for which no contract was awarded and bids subsequently canceled.</p>	<p>Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.</p> <p>Destroy 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.</p> <p>Transfer closed files to FRC after final payment. Destroy when 6 years and 3 months old.</p> <p>Transfer closed files to FRC after final payment. Destroy when 3 years old.</p> <p>Destroy 6 years after service is complete.</p> <p>Destroy after completion of related transaction.</p> <p>Destroy in accordance with provisions in paragraph 4400 item 3.</p> <p>Destroy 1 year after cancellation.</p>	<p>GRS 3 Item 1b</p> <p>GRS 3 Item 3a</p> <p>GRS 3 Item 3b</p> <p>SF-115 237-79-2 Item 8 Approved 2/8/79</p> <p>GRS 3 Item 3c</p> <p>SF-115 237-77-3 Item 58 Approved 12/2/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	7. Bidders qualification files. Bidders mailing lists, bidders list applications, reports, financial statements, and related correspondence reflecting bidder's qualifications.	Destroy when superseded or canceled.	GRS 3 Item 5d
	8. Procurement report files. Volume and workload reports of procurement operations and procedures.	Cutoff files annually. Destroy when 2 years old.	GRS 3 Item 4
	9. Catalog files. Catalogs, federal supply schedules, and other publications used in procurement operations.	Destroy when superseded, obsolete, or no longer needed.	Nonrecord
4402	FAA Procurement Manual		
4405	Procurement Authorities and Responsibilities		
4410	Office Supplies		
4415	Procurement Request		
4420	Real Property Acquisition		
4423	Leases, Licenses, and Permits		
4426	Purchase, Condemnations, and Transfer		
4430	Personal Property Acquisition		
4431	Advertised Contracts		
4432	Negotiated Contracts		
4433	Open Market Purchasing		
4435	Contract Clauses, Bonds, Insurance, and Taxes		
4436	Foreign Purchases		
4437	Acquisitions from Government Sources		
4440	Contractual Services		
4441	Leased Communications		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
4442	Transportation		
4443	Construction		
4444	Concessions (Contracting)		
4445	Other Services		
4450	Contract Administration		
4453	Inspection, Acceptance, and Delivery		
4455	Contract Modification		
4456	Payments		
4457	Claims and Disputes		
4458	Liquidated Damages		
4459	Termination		
4470	Special Programs		
4471	Defense Priorities and Materials Acquisition		
4472	Small Business		
4473	Labor Surplus Areas		
4474	Labor Standards Compliance		
4500	LOGISTICS		
4510	Materiel Identification, Specifications, and Standardization		
4570	Cataloging		
4580	Agreements		
4590	Defense Readiness Logistics Activities		
4600	PERSONAL PROPERTY MANAGEMENT		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>1. General correspondence files. Correspondence, reports, and related papers documenting the administration and operation of materiel and property management functions such as utilization, inventory, distribution, identification, provisioning, warehousing, and transportation, and including programs for the management of buildings, space, and motor vehicles, but EXCLUDING files described elsewhere in this paragraph.</p> <p><i>a. Logistics Service.</i></p> <p><i>b. All others.</i></p> <p>2. Property management report files. Reports generated in property and supply management activities, other than those specifically covered elsewhere.</p> <p><i>a. FAA Depot report file indicating property on hand, items shipped, items received, and other shipment data.</i></p> <p><i>b. Reports on supply requirements and procurement matters submitted for supply management purposes.</i></p> <p><i>c. Property inspection reports.</i></p> <p><i>d. Reports of survey and lost property certificates.</i></p> <p>3. Plant and stores account files. Documents recording characteristics and worth of items of equipment.</p> <p><i>a. Inventory and plant account cards and ledgers used for equipment purposes.</i></p>	<p>Cutoff files annually. Destroy when 4 years old.</p> <p>Cutoff files annually. Destroy when 2 years old.</p> <p>Cutoff files annually. Destroy when 10 years old.</p> <p>Cutoff files annually. Destroy when 2 years old.</p> <p>Cutoff files annually. Destroy when 2 years old.</p> <p>Destroy 1 year after equipment leaves agency control.</p> <p>Destroy when item is withdrawn from plant account.</p>	<p>SF-115 NC-174-163 Item 2 Approved 3/29/74</p> <p>SF-115 II-NNA-1017 Item 110 Approved 7/13/54</p> <p>SF-115 237-77-3 Item 93 Approved 12/2/77</p> <p>SF-115 II-NNA-1017 Item 187 Approved 7/13/54</p> <p>SF-115 II-NNA-1017 Item 199 Approved 7/13/54</p> <p>SF-115 II-NNA-1017 Item 196 Approved 7/13/54</p> <p>SF-115 II-NNA-1017 Item 193 Approved 7/13/54</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>b. Invoices used for stores accounting purposes.</i></p> <p><i>c. Work papers used in accumulating stores accounting data.</i></p> <p>4. Requisition files. Documents showing evidence of requisition, issue, delivery, and receipt of supplies, equipment, and services.</p> <p><i>a. Requisitions for supplies and equipment from current inventory or in storage, and related registers.</i></p> <p><i>b. Requisitions and related papers documenting intra-regional and inter-regional property transfer transactions.</i></p> <p>5. Depot requisition files. Documents maintained by the FAA Depot.</p> <p><i>a. Requisition files consisting of procurement request forms.</i></p> <p><i>b. Requisition and shipping files.</i></p> <p><i>c. Requisitions for stationery and supplies.</i></p> <p>6. Depot voucher files. Debit vouchers, invoices, packing slips, shipment receipts, and related registers, maintained by the FAA Depot.</p> <p>7. Employee property issue files. Documents, including card files, showing property and equipment charged out to personnel, including employee receipts.</p> <p><i>a. Regional headquarters.</i></p>	<p>Cutoff files annually. Transfer to FRC when 2 years old. Destroy when 5 years old.</p> <p>Cutoff files annually. Destroy when 2 years old.</p> <p>Cutoff files annually. Destroy when 2 years old.</p> <p>Cutoff files annually. Destroy 1 year after completion of transactions.</p> <p>Cutoff files annually. Destroy when 1 year old.</p> <p>Destroy 6 months after materiel is received.</p> <p>Destroy when 30 days old.</p> <p>Cutoff files annually. Destroy when 10 years old.</p> <p>Destroy 6 months after item is returned.</p>	<p>SF-115 II-NNA-1017 Item 194 Approved 7/13/54</p> <p>SF-115 II-NNA-1017 Item 195 Approved 7/13/54</p> <p>GRS 3 Item 8a</p> <p>SF-115 II-NNA-1017 Item 108 Approved 7/13/54</p> <p>SF-115 II-NNA-1017 Item 107 Approved 7/13/54</p> <p>SF-115 II-NNA-1017 Item 198 Approved 7/13/54</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>b. FAA Depot.</i></p> <p>8. Property record receipt files. Copies of purchase orders maintained as regional property record receipts.</p> <p>9. Field supply and equipment files. Vouchers, purchase orders, copies of vendors bills, memorandum copies of bills lading, and other documents pertaining to the acquisition, transfer, and disposal of equipment and supplies maintained by air traffic field facilities, aviation safety district offices, airport district offices, and airway facilities flight standards field office.</p> <p><i>a. Records relating to equipment transactions.</i></p> <p><i>b. Records relating to supply transactions.</i></p> <p><i>c. Work order cost sheets pertaining to the construction, modification, or dismantling of equipment and facilities.</i></p> <p>10. Project materials files. Correspondence, reports, and other documents accumulated by the FAA Depot relating to the receipt, custody, shipment, modification, testing, repairing, and reconditioning of materiel, parts, and other components used in the establishment and maintenance of aids to air navigation.</p> <p><i>a. General correspondence files.</i></p> <p><i>b. Stock control card files.</i></p> <p><i>c. Washington purchase order file, FAA Form 45 or equivalent.</i></p>	<p>Destroy 1 year after stock item has been declared obsolete and disposed of.</p> <p>Cutoff files annually. Destroy when 2 years old.</p> <p>Destroy 2 years after equipment is released from district office.</p> <p>Cutoff files annually. Destroy when 2 years old.</p> <p>Destroy after work is completed.</p> <p>Cutoff files annually. Destroy when 5 years old.</p> <p>Cutoff files annually. Destroy 3 years after card is completed or stock item obsolete.</p> <p>Cutoff files annually. Destroy when 5 years old.</p>	<p>SF-115 II-NNA-1017 Item 13 Approved 7/13/54</p> <p>SF-115 237-79-2 Item 1 Approved 2/8/79</p> <p>SF-115 II-NNA-912 Item 1a Approved 6/11/54</p> <p>SF-115 II-NNA-1306 Item 14 Approved 8/10/54</p> <p>SF-115 NC-174-163 Item 3 Approved 3/29/74</p> <p>SF-115 II-NNA-752 Item 7 Approved 6/11/54</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>d. Aeronautical Center purchase order file, FAA Form 45 or equivalent.</i></p> <p><i>e. Work orders, work order cost sheets, and specification files.</i></p> <p><i>f. Monthly work order progress charts.</i></p> <p><i>g. Project complement charts.</i></p> <p><i>h. Requisition invoice file, FAA Form 4650-12 or equivalent.</i></p> <p><i>i. Bills of lading and related receipts.</i></p> <p><i>j. Drawings and specifications of construction equipment.</i></p> <p>11. WITHDRAWN. (See paragraph 4665)</p> <p>12. WITHDRAWN. (See paragraph 4670)</p> <p>13. Provisioning files. Documents maintained by the FAA Depot in provisioning actions required to support end items of materiel.</p> <p><i>a. Provisioning case files.</i></p> <p><i>b. Replaceable parts lists.</i></p> <p><i>c. Initial supply support allowance charts (ISSAC).</i></p>	<p>Cutoff files annually. Destroy when 3 years old.</p> <p>Cutoff files annually. Destroy when 5 years old.</p> <p>Cutoff files annually. Destroy when 5 years old.</p> <p>Destroy 5 years after chart is completed.</p> <p>Cutoff files annually. Destroy when 5 years old.</p> <p>Cutoff files annually. Destroy when 5 years old.</p> <p>Destroy when no longer required for current operations.</p> <p></p> <p></p> <p></p> <p>Retain for life cycle of equipment to which applicable. Transfer to FRC 1 year after end of life cycle. Destroy when 5 years old.</p> <p>Retain for life cycle of equipment to which applicable. Transfer to FRC 1 year after end of life cycle. Destroy when 5 years old.</p> <p>Destroy 3 years after last shipment of material.</p>	<p></p> <p></p> <p>SF-115 II-NNA-752 Item 18 Approved 6/11/54</p> <p>SF-115 II-NNA-752 Item 19 Approved 6/11/54</p> <p></p> <p></p> <p></p> <p>SF-115 237-86-1 Item 1 Approved 3/26/86</p> <p>SF-115 237-86-1 Item 2 Approved 3/26/86</p> <p></p>
4620	Use and Replacement Standards		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
4660 4665	<i>c. Machine listing of property</i> , including master listing, and listings of transactions, custodial areas, error rejects, etc.	Destroy when 2 years old or when purpose has been served, as appropriate.	
	<i>d. Property voucher case files</i> , consisting of debit and credit vouchers, adjustment vouchers, invoices, receipts and related documents.	Cutoff files annually. Destroy when 2 years old.	
	2. Master project materiel case files. Documents accumulated by regional Logistics Divisions in the management and control of project materiel required in the establishment and modification of facilities in the National Airspace System.	Destroy 1 year after project has been capitalized.	
	Real Property Management		
	Space Management		
	1. General correspondence files consists of correspondence, reports, and related papers documenting space management activities EXCLUDING record files described elsewhere below.	Cutoff files annually. Destroy when 2 years old.	GRS 11 Item 1
	2. Space and buildings maintenance files. Documents relating to the acquisition, allocation, utilization, and release of space, and related matters.		
	<i>a. Building plan files and related records utilized in space planning, assignment, and adjustment.</i>	Destroy 2 years after termination of assignment, when lease is canceled, or when plans are superseded or obsolete.	GRS 11 Item 2a
	<i>b. Space occupancy report files.</i>		
	(1) Agency Reports to GSA.	Destroy when 2 years old.	GRS 11 Item 2b(1)
	(2) Copies in subordinate reporting units & related work papers.	Destroy all others 1 year after date of report.	GRS 11 Item 2b(2)
	<i>c. Requests for building and equipment maintenance services, excluding fiscal copies.</i>	Destroy 3 months after work is performed or requisition canceled.	GRS 11 Item 5

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
4670	<i>d. Rental questionnaire files relating to occupancy and rental of Government-owned buildings.</i>	Destroy questionnaires 2 years after being superseded; destroy related correspondence after 3 years.	
	Motor Vehicle Management		
	1. General Correspondence Files consists of correspondence, reports, and related papers documenting motor vehicle management activities EXCLUDING record files described elsewhere below.	Cutoff files annually. Destroy when 2 years old.	GRS 10 Item 1
	2. Motor vehicle management files. Documents relating to the management, operation and maintenance of motor vehicles.		
	<i>a. Motor vehicle operating files.</i>	Destroy when 3 months old.	GRS 10 Item 2a
	<i>b. Motor vehicle maintenance files.</i>	Cutoff files annually. Destroy when 1 year old.	GRS 10 Item 2b
	<i>c. Motor vehicle ledger and work sheets providing cost and expense data.</i>	Destroy 3 years after discontinuance of ledger or date of worksheet.	GRS 10 Item 3
	<i>d. Motor vehicle report files (other than accident, operating, and maintenance reports).</i>	Cutoff files annually. Destroy 3 years after date of report.	GRS 10 Item 4
4680	<i>e. Motor vehicle accident files maintained by transportation offices.</i>	Cutoff files annually. Destroy 6 years after case is closed.	GRS 10 Item 5
	<i>f. Vehicle release and transfer files.</i>	Destroy 4 year after vehicle leaves agency custody.	GRS 10 Item 6
	<i>g. Motor vehicle operators files.</i> Includes drivers test, authorizations to use, safe drivers award and related correspondence.	Destroy 3 years after separation of employee or 3 years after recession of authorization to operate government-owned vehicle, whichever is earlier.	GRS 10 Item 7
4680	Property Reporting Analysis		
4700	MATERIEL RECEIPT, STORAGE, AND ISSUE		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
4730	Handling Material		
4770	Traffic Management 1. Bill of lading files. Government and commercial bills of lading and supporting papers maintained by transportation units. <i>a. Issuing office.</i> <i>b. All others.</i>	Cutoff files annually. Destroy 6 years after the period of account. Destroy when 1 year old.	GRS 9 Item 1c Nonrecord
4800	UTILIZATION AND DISPOSAL (PERSONAL PROPERTY) 1. General correspondence files. Correspondence, reports, and related documents pertaining to the administration and operation of activities dealing with the redistribution and disposal of excess and surplus property, EXCLUDING files described elsewhere below. <i>a. Logistics Service.</i> <i>b. All others.</i> 2. Real property sales files. Case files relating to General Services Administration conducted sales of surplus real property and related personal property sold with the real estate. 3. Personal property sales files. Case files developed in FAA conducted sales of small lots of surplus personal property at isolated locations valued at \$1,000 or less.	Cutoff files annually. Transfer to FRC when 4 years old. Destroy when 10 years old. Cutoff files annually. Destroy when 2 years old. Destroy 1 year after sale of property. Destroy 4 years after final payment.	SF-115 NC-174-163 Item 4 Approved 3/29/74 GRS 4 Item 1 SF-115 NC-174-163 Item 5 Approved 3/29/74 SF-115 NC-174-163 Item 6 Approved 3/29/74
4830	Excess Property Reporting 1. Reports of excess real property.	Destroy 1 year after disposal of property.	SF-115 NC-174-163 Item 7 Approved 3/29/74

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	2. Reports of excess personal property.	Cutoff files annually. Destroy when 3 years old.	GRS 4 Item 2
	3. Excess and surplus property listings.	Destroy when superseded or obsolete.	SF-115 II-NNA-1017 Item 109 Approved 7/13/54
4900	PERSONAL SERVICES		
4910	Commissary		
4920	Messing		
4930	Housing		
4940	Laundry and Domestic Services		
4950	Concessions		
4960	Supporting Shop Services		
5000	AIRPORTS - GENERAL The records described below relate to the administration of programs promoting the development of a national system of public airports. These include airports systems planning; administration of the Federal Aid Airport Program; conveyance of land for public airport purpose; providing standards for design, construction, maintenance, and ground safety at civil airports; and related activities.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>1. General correspondence files. Routine correspondence, reports, and related materials relating to the planning, coordination, and establishment of a national system of civil airports; developing a national airport plan; granting Federal funds to airport sponsors; transfer of public lands for airport purposes; review of claims for repair of public airports damaged by Federal agencies; enforcing compliance with laws and regulations affecting airports constructed with Federal funds; compilation of airport data; and development of standards for airport planning, design, construction, and maintenance; but EXCLUDING files described elsewhere in this paragraph.</p> <p><i>a. Office of the Associate Administrator for Airports.</i></p> <p><i>b. Regional Airports Divisions.</i></p> <p><i>c. Airports District Offices.</i></p> <p>2. Military utilization of civil airports files. Routine correspondence, reports, and other documents relating to military and joint civil-military use of public airports, not filed in airport project files (paragraph 5100).</p> <p><i>a. Office of the Associate Administrator for Airports.</i></p> <p><i>b. Regional Airports Divisions.</i></p> <p><i>c. Airports District Offices.</i></p>	<p>Cutoff files annually. Transfer to FRC when 4 years old. Destroy when 20 years old.</p> <p>Cutoff files annually. Transfer to FRC when 4 years old. Destroy when 20 years old.</p> <p>Cutoff files annually. Destroy when 4 years old.</p> <p>Cutoff files annually. Transfer to FRC when 10 years old. Destroy when 20 years old.</p> <p>Destroy 5 years after restoration and claims related to military use at the individual location have been settled.</p> <p>Destroy 5 years after restoration and claims related to military use at the individual location have been settled.</p>	<p>SF 115 237-77-3 Item 39 Approved 12/2/77</p> <p>SF 115 237-77-3 Item 40 Approved 12/2/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
5010	3. Special airport program and project files. Correspondence, reports and related data pertaining to special subjects such as fog intensity diversion operations and air marking, maintained by airports district offices.	Destroy when 10 years old.	SF-115 II-NNA-912 Item 10 Approved 6/11/54
	4. State files. Case files, arranged by state, maintained by airport district offices, relating to airports under their jurisdiction. Includes correspondence; construction progress reports; inspection and test reports on aircraft, runways, and buildings; flight landing and take-off patterns with related instructions; photographs and blueprints of airport structures and facilities; and related materials.		SF 115 237-78-4 Item 1 Approved 6/30/78
	<i>a. Case files without zoning ordinances.</i>	Destroy closed case files when 4 years old.	
	<i>b. Case files with zoning ordinances.</i>	Destroy when superseded.	
	Facility Records 1. Airport master files. Documents relating to facilities at civil airports in the United States and its possessions, including FAA Form 5010-1, Airport Master Record, FAA Form 5010-2, Landing Facility Information Request, or equivalents, and related materials.		SF-115 237-77-3 Item 41 Approved 12/2/77
	<i>a. Case files maintained by Office of Airports Standards.</i>	Transfer closed case files to Defense Mapping Agency Aerospace Center after airport (other than those with Federal agreements) is in abandonment status for 3 years, for scheduling by Defense Mapping Agency.	
	<i>b. Regional Airport Divisions.</i>	Destroy FAA Form 5010-1 and related correspondence and reports when superseded by current form. Destroy instructions pertaining to the preparation of FAA Form 5010-1 when superseded or canceled.	

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
5030	c. <i>Airports District Offices.</i>	Destroy 3 years after airport is abandoned, or no longer required for current operations.	
	d. <i>All others.</i>	Destroy FAA Form 5010-1 when superseded or no longer required for current operations, whichever is earlier.	SF-115 II-NNA-1017 Item 31 Approved 7/13/54
	2. Airport facility statistical files. Statistical summaries and studies prepared from machine tabulations of airport facilities data.		
	a. <i>Master location list of airports and special studies and summaries.</i>	Destroy when superseded.	SF-115 237-77-3 Item 42 Approved 12/2/77
	b. <i>Periodic tabulations summarized or published in FAA publications.</i>	Destroy when 1 year old.	SF-115 II-NNA-1268 Item 22c Approved 8/4/54
	3. Airport identification files. Files containing summary data on airports and airport facilities.	Destroy files on airports (other than Federal agreement airports) 3 years after being placed in abandonment status.	SF-115 237-77-3 Item 43 Approved 12/2/77
	System Planning		
	1. Airport traffic files. Card files showing enplaned airlines traffic, by airport; total employees, departures of passengers, mail, express, and freight, by city; and traffic load, by airlines.	Destroy when 10 years old.	SF-115 II-NNA-1268 Item 20 Approved 8/4/54
	2. Airports economic studies and publications files. Studies made in formulation of economic criteria of community needs and analysis of community requirements for establishing airport facility priorities.		SF-115 237-77-3 Item 44 Approved 12/2/77
	a. <i>Record copy of publications and background material for unpublished studies.</i>	Destroy when 10 years old.	
	b. <i>Background material of publications.</i>	Destroy when 10 years old.	
	3. City summary and economic analysis files.	Destroy when 10 years old.	SF 115 237-77-3 Item 45 Approved 12/2/77

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
5040	Aviation Requirements		
5050	<p>Environmental Planning</p> <p>1. Draft and Final Section 102(2)(C) Environmental Impact Statements (EIS), Finding of No Significant Impact FONSI, and Section 4(f) Project Files. Project files on approved airport projects consisting of the above-mentioned impact statements and all related correspondence and documents and project files for noise compatibility planning under the Aviation Safety and Noise Abatement Act and Federal Aviation Regulations Part 150.</p> <p><i>a. Office of Airport Planning and Programming.</i></p> <p>(1) Approved EIS or FONSI proposed actions.</p> <p>(2) Controversial projects.</p> <p>(3) EIS or FONSI prepared for future projects which will be evaluated and are intended to have a written reevaluation action applied.</p> <p>(4) FAR Part 150 files.</p> <p><i>b. Regional Airports Divisions/Airports District Offices.</i></p>	<p>Transfer closed files to FRC 3 years after FAA has approved the EIS or FONSI for proposed action. Destroy when 13 years old.</p> <p>Transfer closed files to FRC 3 years after all litigation has been resolved. Destroy when 13 years old.</p> <p>Transfer closed files to FRC after administrative actions have been taken on the last projects. Destroy when 10 years old.</p> <p>Transfer to FRC 10 years after the Noise Compatibility Program (NCP) has been approved. Destroy 10 years after receipt.</p>	<p>SF-115 237-77-3 Item 46a Approved 12/2/77</p> <p>SF-115 237-77-3 Item 46b Approved 12/2/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>(1) Constructed or completed EIS or FONSI projects.</p> <p>(2) EIS or FONSI prepared for future projects for which a prior approval affirmation action was intended.</p>	<p>Transfer closed files to FRC when the project or projects for which the EIS or FONSI was prepared are constructed or completed, including Federal funding. Destroy when 10 years old.</p> <p>Transfer to FRC after the last project is federally funded and completed. Destroy when 10 years old.</p>	
5060	Design and Planning of Airports		
5061	WITHDRAWN. (See paragraph 5030)		
5070	Intergovernmental Relations		
5071	WITHDRAWN. (See paragraph 5030)		
5090	National Airport System Plan		
	<p>1. National airport plan data files. Documents, such as state data sheets and related forms, used in the development of national airport plans and requirements.</p> <p><i>a. Office of the Associate Administrator for Airports.</i></p> <p><i>b. Regional Airports Division Offices.</i></p> <p><i>c. Airports District Offices.</i></p>	<p>Transfer to FRC when 5 years old. Destroy when 10 years old.</p> <p>Destroy when 10 years old.</p> <p>Destroy when 5 years old.</p>	
5100	FEDERAL-AID AIRPORT PROGRAM / AIRPORT DEVELOPMENT AID PROGRAM		
	<p>1. Airport project case files. Case files on airport projects affected by agreements with the Federal Government under the Airport Development Aid Program (ADAP) and the Federal-Aid Airport Program (FAAP), consisting of programming documents, project applications, inspection reports, sponsor assurances, cost estimates, grant agreements, correspondence, and related documents.</p>		<p>SF-115 237-79-3 Item 5 Approved 11/14/79</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>a. Office of the Associate Administrator for Airports.</i></p> <p><i>b. Regional Airports Division/Airports District Offices.</i></p> <p>2. Airport project plan files. Preliminary, approved, and as-constructed plans maintained by regional Airports Divisions or Airports District Offices.</p> <p><i>a. Preliminary plans.</i></p> <p><i>b. Approved construction plan.</i></p> <p><i>c. As-constructed plans.</i></p> <p>(1) Plans not microfilmed.</p> <p>(2) If microfilmed.</p> <p>(a) Original records. Microfilm in accordance with 36 CFR 1230.</p> <p>(b) Microfilm of original records.</p>	<p>Transfer closed case files to FRC when financially completed. Destroy when 5 years old.</p> <p>Maintain 1 copy of project case files in either the regional Airports Division or Airports District Offices. Transfer to FRC when financially completed. Destroy when 20 years old.</p> <p>Destroy upon receipt of approved construction plans.</p> <p>Destroy upon receipt of as constructed plans.</p> <p>Transfer to FRC when volume warrants. Destroy 50 years after financial completion of the project or sooner if as-constructed plans for subsequent projects include all modifications.</p> <p>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</p> <p>Transfer to FRC when volume warrants. Destroy 50 years after financial completion of the project or sooner if as-constructed plans for subsequent projects include all modifications.</p>	<p>SF-115 237-79-3 Item 6 Approved 11/14/79</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>3. Airport layout plans. Documents maintained by region/airports district offices showing boundaries and facilities at FAAP/ADAP funded airports.</p> <p><i>a. Plans not microfilmed.</i></p> <p><i>b. If microfilmed.</i></p> <p>(1) Original records. Microfilm in accordance with 36 CFR 1230.</p> <p>(2) Microfilm of original records.</p> <p>4. Airport project specification files. Specifications for the design and construction of ADAP projects maintained by the regional airport divisions or airports district offices.</p> <p>5. ADAP program control records. Program control records consisting of ledger forms maintained by headquarters/regional airports offices.</p> <p><i>a. Headquarters.</i></p> <p><i>b. Regions.</i></p> <p>6. Unprogrammed airport project files. Correspondence relating to proposed projects for which no funds were allocated.</p>	<p>Transfer to FRC when volume warrants. Destroy 50 years after financial completion of the project or sooner if as-constructed plans for subsequent projects include all modifications.</p> <p>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</p> <p>Transfer to FRC when volume warrants. Destroy 50 years after financial completion of the project.</p> <p>Destroy when project is financially completed.</p> <p>Destroy 1 year after financial completion of all projects in a program.</p> <p>Destroy 3 years after financial completion of all projects in a program.</p> <p>Cutoff files annually. Destroy when 3 years old.</p>	<p>SF-115 237-77-4 Item 1b(2) Approved 4/7/77</p> <p>SF-115 237-77-4 Item 4 Approved 4/7/77</p> <p>SF-115 237-86-2 Item 1 Approved 4/16/86</p> <p>SF-115 NN-173-174 Item 2 Approved 3/29/73</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>7. Headquarters FAAP/ADAP fund control records. Documents relating to the financial status of airport grant-in-aid projects, including the control and apportionment of funds to regions.</p> <p><i>a. Card records, ADAP, AS Form 5100-2, FAAP, FAA 1973, or equivalent, summarizing actions on each airport under FAAP/ADAP.</i></p> <p><i>b. Request for changes in allotment and suballotment.</i></p> <p>8. WITHDRAWN.</p> <p>9. WITHDRAWN.</p> <p>10. WITHDRAWN.</p> <p>11. WITHDRAWN.</p>	<p>Destroy 50 years after financial completion of program.</p> <p>Destroy 3 years after program is completed.</p>	<p>SF-115 237-79-3 Item 8 Approved 11/14/79</p>
5150	<p>Surplus Airport Property Disposal Program</p> <p>1. Surplus airport property files. Case files relating to the disposal of surplus Government airports and airport facilities and equipment, containing declarations, surveys, deeds, agreements, leases, charts, compliance reports, and related correspondence.</p> <p><i>a. Office of the Associate Administrator for Airports.</i></p> <p><i>b. Regional Airports Divisions.</i></p>	<p>Transfer closed case files to FRC when volume warrants. Destroy when land reverts to Federal Government and all related Federal obligations are settled or canceled.</p> <p>Screen annually and destroy material of expired temporary value, such as duplicate copies, transmittals, expired leases. Transfer skeleton file of basic documents and compliance enforcement records to FRC when the volume warrants. Destroy when land reverts to the Federal Government and all related Federal obligations are settled or canceled.</p>	<p>SF-115 237-77-3 Item 48 Approved 12/2/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
5170	<p><i>c. Airports District Offices.</i></p> <p>(1) Surplus real property files.</p> <p>(2) Donable surplus personal property files.</p> <p>Transfer of Lands Under Sec. 16 and Sec. 23 of the Airport/Airway Development Act of 1970, Federal Airport Act</p> <p>1. Section 16 and 23 files. Case files relating to transfers of Federal land to public agencies for use in connection with public airports.</p> <p><i>a. Office of the Associate Administrator of Airports.</i></p> <p><i>b. Airports District Offices.</i></p>	<p>Retain instruments of conveyance and related plats. Destroy subsidiary agreements 5 years after agreement is satisfied. Destroy all other records 5 years after conveyance.</p> <p>Destroy 3 years after conveyance.</p> <p>Transfer to FRC when volume warrants. Destroy when land reverts to Federal Government and all related Federal obligations are settled or canceled.</p> <p>Retain applications, resolutions, transfer instruments and related exhibits. Destroy all other records 3 years after conveyance.</p>	<p>SF-115 237-77-3 Item 49 Approved 12/2/77</p>
5190	<p>Compliance Enforcement Activities</p> <p>1. Compliance enforcement files. Case files relating to activities concerned with effecting compliance with laws, regulations, and agreements regarding airports sponsored under DLAND and DCLA programs (AP-4).</p> <p><i>a. Office of the Associate Administrator for Airports.</i></p>	<p>Transfer to FRC when volume warrants. Destroy when there is no longer any Federal obligations under programs administered by DOT and/or FAA.</p>	<p>SF-115 237-77-3 Item 50 Approved 12/2/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<i>b. Airports District Offices.</i>	Destroy 5 years after final action.	
5200	AIRPORT SAFETY		
	1. Airport obstruction files. Correspondence and reports pertaining to hazards to air navigation maintained by airport district offices.	Destroy when 5 years old.	SF-115 II-NNA-1017 Item 33 Approved 7/13/54
5210	Airport Safety Operations		
5220	Airport Safety Equipment and Facilities		
5230	Airport Ground Safety		
5250	Terminal Area Coordination of Airport/Airspace Matters		
5270	International Airports Program		
5280	Airport Certification		
	1. General Files. Correspondence, records, reports, etc., pertaining to program administration. Includes arrangement for airport inspections (but not the substance of the inspection), explanation and advice on certification matters in general (but not on the certification determination of a specific airport), fiscal programs, personnel management, etc. Also excludes program policy and guidance.		SF-115 237-83-1 Item 4 Approved 11/30/83
	<i>a. Office of Associate Administrator of Airports.</i>	Cutoff files annually. Transfer to FRC when 4 years old. Destroy when 20 years old.	
	<i>b. Regional Airports Divisions.</i>	Cutoff files annually. Transfer to FRC when 4 years old. Destroy when 20 years old.	
	<i>c. Airport District Offices.</i>	Cutoff files annually. Destroy when 4 years old.	
5300	AIRPORT DESIGN, CONSTRUCTION, AND MAINTENANCE		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>1. General technical correspondence files. Documents relating to airport engineering, design, paving, turfing, drainage, landscaping, architecture, zoning, and related subjects.</p> <p><i>a. Regional Airports Divisions.</i></p> <p><i>b. Airports District Offices.</i></p> <p>2. Airport management files. Documents reflecting advisory and inspection activities with regard to airport management, planning, operations, and maintenance.</p> <p><i>a. Regional Airports Divisions.</i></p> <p><i>b. Airports District Offices.</i></p> <p>3. WITHDRAWN.</p> <p>4. Airport site investigation files. Documents relating to the selection, investigation, and approval of airport sites, and to agreements between FAA and the Federal Highway Administration with regard to the use of highways in or adjacent to airports, maintained by airport district offices.</p> <p>5. Drawings, tracings, and sketches. Aeronautical Navigational Chart (ANC) drawings, duplicate copies of tracings, drawings and sketches and preliminary drawings, all submitted to FAA by airport sponsors seeking Federal aid to build airports.</p> <p>6. Wind rose charts. Charts showing wind trends for four- to eight-year periods prior to compilation, prepared from material received from the Weather Bureau.</p>	<p>Destroy 5 years after notice of deactivation of airport.</p> <p>Destroy when 3 years old.</p> <p>Destroy after 5 years, EXCEPT that periodic inspection reports are to be destroyed when superseded.</p> <p>Destroy closed case files when 8 years old.</p> <p>Destroy closed files when 10 years old.</p> <p>Destroy 5 years after notice of deactivation of airports.</p>	<p>SF-115 237-77-3 Item 51 Approved 12/2/77</p> <p>SF-115 II-NNA-912 Item 9 Approved 6/11/54</p> <p>SF-115 II-NNA-912 Item 5 Approved 6/11/54</p> <p>SF-115 II-NNA-912 Item 14 Approved 6/11/54</p> <p>SF-115 237-77-3 Item 52 Approved 12/2/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<i>a. Record copy.</i>	Destroy 5 years after notice of deactivation of airport.	SF-115 237-77-3 Item 53 Approved 12/2/77
	<i>b. All others.</i>	Destroy when no longer needed for administrative operations.	SF-115 II-NNA-1268 Item 27b Approved 8/4/54
5310	Airport Master Planning		
5320	Airport Design		
5325	Influence of Aircraft Performance		
5330	Airport Layout and Configuration		
5335	Runway, Taxiway, and Apron Characteristics		
5340	Airport Visual Aids		
5345	Airport Lighting Specifications		
	1. Airport lighting specification files. History file of specifications for airport lighting installations and equipment.	Destroy 5 years after a specification becomes obsolete and the last installation made under the spec is dismantled.	SF-115 NN-173-174 Item 4 Approved 3/29/73
	2. Lighting equipment approval files. Correspondence, reports, test data, and related documents pertaining to approvals of manufacturer's lighting equipment.	Destroy 5 years after related equipment becomes obsolete and the last installation made under the approval is dismantled.	SF-115 NN-173-174 Item 5 Approved 3/29/73
5355	Airport Terminal Area Facilities		
	1. Terminal facilities data files. Correspondence and reports, maintained by regional airports divisions, relating to gate and loading positions, and passenger and loading facilities.	Destroy when 5 years old.	SF-115 II-NNA-1017 Item 28 Approved 7/13/54
5360	Airport Buildings		
5370	Airport Construction		
5380	Airport Maintenance		
5390	Heliports		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
5395	Seaplane Facilities		
5400	FEDERALLY-OWNED OR OPERATED AIRPORTS		
5410	Wake		
5420	Guam		
5430	Dulles International		
5440	Metropolitan Washington Airport		
5450	FAA Headquarters Helipad		
5500	PASSENGER FACILITY CHARGE PROGRAM		
5900	<p>PLANNING GRANT PROGRAM</p> <p>1. Airport master planning and system planning project files. Case files on planning projects affected by agreements with the Federal Government under the Planning Grant Program (PGP) consisting of project applications, grant agreements, airport planning program action forms, grant payment forms, audit reports, correspondence, and related documents.</p> <p><i>a. Office of the Associate Administrator for Airports.</i></p> <p><i>b. Regional Airports Divisions/Airports District Offices.</i></p> <p>2. Completed airport master plans and systems plans. Completed master plans and systems plans prepared under the Planning Grant Program, consisting of reports and plans prepared by the states and sent to FAA for review.</p>	<p>Destroy 1 year after financial completion of all projects in program.</p> <p>Maintain 1 copy of project files in either Regional Airports Divisions or Airports District Office.</p> <p>Transfer to FRC no sooner than 5 years after project completion.</p> <p>Destroy 10 years after financial completion of PGP project.</p>	<p>SF-115 237-86-2 Item 2 Approved 4/16/86</p> <p>SF-115 237-77-3 Item 54(b) Approved 12/2/77</p> <p>SF-115 237-77-3 Item 55 Approved 12/2/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>a. Office of the Associate Administrator for Airports.</i></p> <p><i>b. Regional Airports Divisions/Airports District Offices.</i></p> <p>3. Unprogrammed airport master planning and system planning project files. Correspondence and other papers relating to PGP projects on which no funds were allocated.</p>	<p>Destroy when superseded or obsolete.</p> <p>Maintain 1 copy of final plans in Regional Airports Divisions and/or Airports District Offices. Destroy when superseded or obsolete giving consideration to longevity of plan recommendations and environmental studies prepared as part of a plan or which reference completed plans.</p> <p>Destroy when 3 years old.</p>	<p>SF-115 237-77-3 Item 56 Approved 12/2/77</p>
5910	Airport Master Planning Grant Project		
5920	Airport Systems Planning Grant Project		
6000	<p>AIRWAY FACILITIES</p> <p>The records described in this paragraph relate to the construction, commissioning, installation, maintenance, inspection, and relocation of air navigation, air traffic control, and aeronautical communications systems, facilities, and equipment.</p> <p>1. General correspondence files. Routine correspondence, reports, and related documents accumulated in the administration and operation of programs for the survey, installation, construction, maintenance, and inspection of air navigation, air traffic control, and aeronautical communication facilities and equipment; and the determination of requirements for the procurement, manufacture, and distribution of equipment, but EXCLUDING files described elsewhere in this paragraph.</p> <p><i>a. Correspondence files of the agency office of primary interest and that portion of files of regional headquarters offices relating to the development of policies and standards in the management of assigned programs.</i></p>	<p>Cutoff files annually. Destroy when 5 years old.</p>	<p>SF-115 237-77-3 Item 68(1) Approved 12/2/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>b. Correspondence files of regional headquarters offices (other than that portion described in Item 1a above).</i></p> <p><i>c. Correspondence files of systems maintenance field offices relating to the inspection, repair, and servicing of facilities and equipment.</i></p> <p>2. Air marking program files. Documents pertaining to providing visual ground markings to guide pilots of aircraft not equipped or unable to use electronic navigational aids.</p> <p><i>a. Agency office of primary interest.</i></p> <p><i>b. Regional headquarters offices.</i></p> <p>3. Facilities establishment files. Case files maintained by regional headquarters offices relating to the engineering, construction, and installation of facilities.</p> <p><i>a. Program case files.</i></p> <p><i>b. Project case files.</i></p> <p><i>c. Work order and cost data files.</i></p>	<p>Cutoff files annually. Destroy when 5 years old.</p> <p>Cutoff files annually. Destroy when 2 years old.</p> <p>PERMANENT. Cutoff files annually. Transfer to FRC when inactive. Offer to NARA 10 years later.</p> <p>Cutoff files annually. Destroy when 1 year old.</p> <p>Destroy 5 years after the last facility of the type or types established under the program has been decommissioned provided there are no outstanding claims against the Government.</p> <p>Destroy 5 years after decommissioning of related facility.</p> <p>Destroy 5 years after decommissioning of the system involved.</p>	<p>SF-115 237-77-3 Item 68(2) Approved 12/2/77</p> <p>SF-115 NN-173-174 Item 6 Approved 3/29/73</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
6010	<p>4. Facilities maintenance files. Case files maintained by regional headquarters offices consisting of all routine correspondence and other communications between the regional office and field offices. Includes pertinent maintenance inspection and flight inspection reports and related correspondence, such as follow-up and reports of corrective actions, narrative reports by field personnel regarding maintenance operations at communication stations, FCC inspection reports and action thereon, informal reports of maintenance inspections by regional inspectors of landlines equipment and facilities, landlines standardization and modernization program reports, and FAA Form 237, Maintenance Operation Report, or equivalent.</p>	<p>Destroy when 2 years old.</p>	
	<p>Establishment, Modernization, and Relocation</p> <p>1. Overseas planning files. Correspondence, memorandums, reports, and related papers pertaining to the coordination of plans and policies for the establishment, development, improvement, and maintenance of air navigation facilities outside the continental United States.</p> <p>2. Airport engineering planning files. Case files pertaining to engineering, planning, and governing the construction of airports built by FAA in the U.S. (not including, however, the Washington Airport Project), its territories and possessions, and in foreign countries. Contains proposals (including plans and specifications), contracts, summary bids, physical and fiscal progress reports, change orders, notices to proceed, and related correspondence.</p> <p>3. Facility data files. Documents containing data regarding location and type of facility maintained by FAA, used to provide control and planning information.</p>	<p>PERMANENT. Cutoff files annually. Transfer to FRC when 5 years old. Offer to NARA when 15 years old.</p> <p>Destroy 10 years after construction is completed.</p>	<p>SF-115 237-77-3 Item 69 Approved 12/2/77</p> <p>SF-115 352-S207 Item 10 Approved 2/5/52</p>
	<p><i>a. Monthly tabulations.</i></p> <p>(1) Agency office of primary interest.</p> <p>(2) Regional headquarters offices.</p> <p><i>b. Sector maps.</i></p>	<p>Destroy when 1 year old.</p> <p>Destroy when superseded.</p> <p>Destroy when 1 year old.</p>	

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
6011 6012 6020	<p><i>c. Card files of proposed and current facilities.</i></p> <p>F&E Planning and Programming</p> <p>Installation Procedures (General)</p> <p>Programming Records</p>	Destroy 4 years after facility is canceled.	SF-115 352-S207 Item 16 Approved 2/5/52
	<p>1. Program engineering files. Case files pertaining to the assignment and scheduling of establishment projects, and the allocation of funds required, maintained by the agency office of primary interest, containing drawings, bids and specifications, copy of contract or lease, cost of estimates, data sheets, and correspondence regarding authorization for scheduling project and allocating funds.</p>		SF-115 352-S207 Item 9 Approved 2/5/52
	<p><i>a. Facilities established for FAA.</i></p>	Destroy 4 years after facility is canceled.	
	<p><i>b. Facilities established for other agencies.</i></p>	Destroy 1 year after acceptance of facility or work by other agency.	
	<p>2. Contract engineering files. Case files reflecting engineering activities involved in the procurement of project material and equipment, including technical inspection and acceptance, maintained by the agency office of primary interest, consisting of procurement proposals, copies of contracts and specifications, technical data submitted by contractors, inspection reports, and related correspondence.</p>	Destroy 4 years after close of fiscal year in which contract is completed.	
	<p>3. Test data files. Test data on equipment to determine compliance with procurement specifications.</p>	Destroy upon expiration of guarantee of equipment.	SF-115 352-S207 Item 26 Approved 2/5/52
	<p>4. F&E project files. Case files pertaining to F&E project assignments, fund allocations, adjustments of F&E programs, technical documentation, and project grouping and coding, maintained by regional headquarters offices.</p>		SF-115 237-77-3 Item 70 Approved 12/2/77

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>a. Correspondence with field-working parties, including work orders, installation instructions, permanent installation adjustments, and weekly progress reports, or equivalent.</i></p> <p><i>b. Instructions and implementation correspondence to and from Washington offices.</i></p> <p>5. Project control files. Card files maintained by regional headquarters offices for each assigned F&E project, reflecting project allotments, project cost, and periodic status of physical progress.</p> <p><i>a. Monthly record.</i></p> <p><i>b. Final cost summary.</i></p> <p>6. F&E report files. Fiscal and other reports relating to the F&E program.</p> <p><i>a. F&E monthly reports.</i></p> <p>(1) Agency office of primary interest.</p> <p>(2) Regional headquarters offices.</p> <p>(3) All others.</p> <p><i>b. F&E monthly fiscal reports.</i></p>	<p>Destroy 1 year after decommissioning of facility.</p> <p>Destroy 2 years after decommissioning of facility.</p> <p>Destroy 1 year after close of appropriation.</p> <p>Destroy 2 years after decommissioning of facility.</p> <p>Destroy at end of fiscal year in which prepared, EXCEPT the final report of the fiscal year is to be destroyed at the end of the following fiscal year.</p> <p>Destroy when 2 years old, EXCEPT the final report of each fiscal year is to be destroyed 1 year after close of F&E appropriation.</p> <p>Destroy when 1 year old.</p> <p>Destroy at the end of fiscal year, EXCEPT final September 30 report, which is to be destroyed 2 years after close of F&E appropriation.</p>	<p>SF-115 237-77-3 Item 71 Approved 12/2/77</p> <p>SF-115 II-NNA-1017 Item 117 Approved 7/13/54</p> <p>SF-115 II-NNA-1017 Item 116 Approved 7/13/54</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
6030	<p><i>c. F&E work program quarterly reports.</i></p>	<p>Cutoff files annually. Destroy when 5 years old.</p>	<p>SF-115 II-NNA-1017 Item 118 Approved 7/13/54</p>
	<p>7. WITHDRAWN.</p>		
	<p>Maintenance Operations</p>		
	<p>1. Maintenance standardization files. Correspondence, memorandums, reports, and related papers pertaining to qualification and performance standards for facilities maintenance personnel; training of maintenance personnel, and analysis and modification of regional employee standards of performance and training activities; standards and procedures for use in classifying facilities and for computing personnel workloads; effective utilization of maintenance personnel; promotion of training for engineering personnel in schools; and field maintenance organization structure, maintained by the agency office of primary interest.</p> <p>2. Reports of maintenance, alteration, and modernization projects.</p> <p>3. Maintenance log files. Logs recording maintenance of airway facilities or equipment, such as FAA Form 6030-1, or equivalent, and supporting papers.</p> <p>4. Equipment modification files. Record of equipment modification, FAA Form 6032-1, or equivalent, maintained at the facility site.</p> <p>5. Equipment instruction books. Manufacturer's instruction books for ground facilities and equipment.</p>	<p>Cutoff files annually. Destroy when 5 years old.</p> <p>Destroy 2 years after project is completed.</p> <p>Destroy after a minimum of 2 or a maximum of 3 years, providing there are no unresolved claims against the Government with regard to subject facility.</p> <p>Transfer with equipment. Destroy when equipment becomes obsolete or is removed from FAA inventory.</p> <p>Transfer with equipment. Destroy when equipment becomes obsolete or is removed from FAA inventory.</p>	<p>SF-115 237-77-3 Item 73 Approved 12/2/77</p> <p>SF-115 II-NNA-1017 Item 128 Approved 7/13/54</p>
	<p>6031 Maintenance Procedures (General)</p>		
6032	<p>Modification Procedures (General)</p>		
6033	<p>Maintenance Projects</p>		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
6040	<p>System Performance</p> <p>1. Maintenance operations evaluation files. Documents accumulated by agency office of primary interest in the review and evaluation of maintenance services rendered on facilities and equipment.</p> <p><i>a. Records pertaining to the summarization and analysis of maintenance services performed by the regional offices.</i></p> <p><i>b. Facility technical inspection reports</i></p> <p><i>c. Records of itineraries and assignments of inspectors.</i></p> <p>2. Systems performance evaluation files. Documents accumulated by the agency office of primary interest in the review and evaluation of the technical functioning of facilities and equipment.</p> <p><i>a. Records pertaining to the analysis and review of performance of radio and radar equipment types.</i></p> <p><i>b. Reports of failure of radio and radar equipment, used for analyzing general quality of equipment.</i></p> <p>3. Facility outage report files. Facility outage and service interruption reports, such as FAA Form 6040-3, or equivalent.</p> <p><i>a. Regional headquarters offices.</i></p> <p><i>b. Airway facilities field offices.</i></p> <p>4. Technical performance record files. FAA Form 6000-8 series, or equivalent.</p> <p>5. Technical inspection and evaluation files. Reports and related documents pertaining to facility inspection and evaluation, maintained by airway facilities field offices.</p>	<p>Cutoff files annually. Destroy when 10 years old.</p> <p>Destroy when 2 subsequent reports are on file or 2 years after decommissioning of facility involved.</p> <p>Cutoff files annually. Destroy when 2 years old.</p> <p>Destroy when equipment is obsolete and FAA has none in stock or in use.</p> <p>Cutoff files annually. Destroy when 2 years old.</p> <p>Destroy when 2 years old.</p> <p>Destroy when 3 years old.</p> <p>Destroy when 2 years old.</p> <p>Destroy when 2 subsequent reports are on file or 2 years after decommissioning of facility involved.</p>	<p>SF-115 237-77-3 Item 74 Approved 12/2/77</p> <p>SF-115 352-S207 Item 45 Approved 2/5/52</p> <p>SF-115 352-S207 Item 48 Approved 2/5/52</p> <p>SF-115 237-77-3 Item 75 Approved 12/2/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
6050	<p>Frequency Management</p> <p>1. General correspondence files. Administrative correspondence, memorandums, reports, and related papers pertaining to the requirements of the agency for radio frequencies, and uniform practices governing the use thereof. Includes subjects on allocation, assignment, cancellation, modulation, and usage of frequencies, circuits, disaster communications services, and similar subjects related to radio frequencies.</p> <p>2. Frequency assignment files. Documents and correspondence pertaining to assignment policy and procedures and to the operation of facilities to which frequencies have been assigned, or to be assigned.</p> <p><i>a. Interdepartmental Radio Advisory Committee (IRA).</i> IRA frequency lists and preface manual of regulations and procedures and emergency readiness plan.</p> <p><i>b. FAA frequency lists.</i></p> <p><i>c. Miscellaneous frequency lists (Canadian, FAA, ERDA).</i></p> <p><i>d. International Frequency Registration Board (FAS).</i> IFRB publications.</p> <p><i>e. Frequency Assignment Subcommittee (FAS).</i> FAS agendas.</p> <p><i>f. Radio Frequency Appendix and Classified Frequency Supplement.</i></p> <p><i>g. Completed OT-19 files.</i></p> <p><i>h. Station location files.</i></p>	<p>Cutoff files annually. Destroy when 7 years old.</p> <p>Destroy upon receipt of revised copy.</p> <p>Destroy upon receipt of revised copy.</p> <p>Destroy upon receipt of revised copy.</p> <p>Destroy upon receipt of revised copy.</p> <p>Cutoff files annually Destroy when 2 years old.</p> <p>Cutoff files annually Destroy when 2 years old.</p> <p>Cutoff files annually Destroy when 2 years old.</p> <p>Destroy when superseded.</p>	<p>SF-115 237-77-3 Item 76(1) Approved 12/2/77</p> <p>SF-115 237-77-3 Item 76(2) Approved 12/2/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>3. Interdepartmental Radio Advisory Committee (IRAC) files. Case files reflecting agency membership on IRAC, which assigns radio frequencies to Federal agencies, containing agenda, applications for frequency assignments, and minutes of meeting.</p> <p>4. WITHDRAWN. (See paragraph 6050 Item 2)</p> <p>5. WITHDRAWN. (See paragraph 6050 Item 2)</p> <p>6. Frequency assignment coordination files. Documents pertaining to coordination with Federal agencies on assignments of radio frequencies to non-Federal licensees, including requests from FCC for recommendation regarding application for construction of new, or modification of existing, non-government stations that may interfere with FAA operations, and FAA's recommendation thereon.</p> <p><i>a. Files relating to coordination with the Federal Communications Commission (FCC).</i></p> <p><i>b. Files pertaining to coordination with agencies other than the Federal Communications Commission.</i></p> <p><i>c. Informal comments regarding proposed frequency utilization by Government agencies.</i></p> <p>7. Radio frequency interference files. FAA reports of interference by other agencies or countries, and related actions.</p> <p>8. Infraction report files. Reports by the Federal Communications Commission regarding infractions of frequencies by FAA, and related actions to prevent recurrence.</p> <p>9. International conference files. Records accumulated by offices serving as agency representatives on international bodies dealing with radio frequency utilization.</p>	<p>Destroy closed case files when 2 years old.</p> <p>Cutoff files annually. Destroy when 1 year old.</p> <p>Cutoff files annually. Destroy when 2 years old.</p> <p>Cutoff files annually. Destroy when 2 years old.</p> <p>Destroy closed case file when 2 years old.</p> <p>Destroy closed case when 1 year old.</p>	<p>SF-115 237-77-3 Item 76(3) Approved 12/2/77</p> <p>SF-115 352-S207 Item 115 Approved 2/5/52</p> <p>SF-115 352-S207 Item 117 Approved 2/5/52</p> <p>SF-115 352-S207 Item 116 Approved 2/5/52</p> <p>SF-115 352-S207 Item 118 Approved 2/5/52</p> <p>SF-115 352-S207 Item 119 Approved 2/5/52</p> <p>SF-115 352-S207 Item 121 Approved 2/5/52</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>a. Correspondence and records created in developing U.S. position at conference.</i></p> <p><i>b. Agenda, minutes, reports, and related processed material.</i></p>	<p>Destroy upon completion of conference or convention and submission to the Secretary of State of final report by U.S. Delegation.</p> <p>Destroy when no longer required for current operations.</p>	
6070	Air Marking		
6080	Engineering Drafting		
6081	Preparation of Engineering Drawings		
6082	Availability of Engineering Drawings		
6083	Engineering Drafting Office Procedures		
6084	Engineering Drafting Index and Reporting System		
6100	DATA SYSTEMS		
6110	Computer Equipment (CCC)		
6120	Programming (Software)		
6130	Input/Output Equipment (CUE, FSP, FDEP, CTS)		
6140	Monitor Equipment (SMMC)		
6150	Data Transfer Equipment (MODEM)		
6160	Data Display Equipment (CDC)		
6161	MT-DARC/R2508 Technical Manuals		
6170	Data Handling Equipment (Teletypewriter, APULS, AMOS)		
6180	Data Switching Equipment (ADIS, BDIS, AFTN, WNSC)		
6190	Automatic Radar Terminal System (ARTS)		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
6200	TEST EQUIPMENT		
6250	Maintenance Automation Program		
6251	Remote Monitoring Subsystems (RMS)		
6260	Remote Maintenance Monitoring System (RMMS)		
6261	Maintenance Processor Subsystems (MPS)		
6262	Maintenance Data Terminals (MDT)		
6270	Maintenance Automation Software		
6271	Maintenance Management System (MMS)		
6272	Monitor and Control Software (MCS)		
6273	Maintenance Data Terminal Software		
6280	Maintenance Data Communications		
6281	Remote Monitoring Subsystem Concentrators (RMSC)		
6290	Maintenance Control Center (MCC)		
6291	ARTCC Maintenance Control Center (AMCC)		
6292	GNAS Maintenance Control Center (GMCC)		
6300	RADAR 1. Radar facilities site files. Case files regarding each site selected for the establishment of radar facilities maintained by the agency office of primary interest. Contains copy of proposal, bid, data sheets, lease, engineering drawings, specifications, and related correspondence. 2. Facility Reference Data Files. FAA Form 198 series, or equivalent.	Destroy 1 year after facility is discontinued.	

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>a. Regional headquarters offices.</i></p> <p><i>b. AAF sector offices.</i></p> <p>3. Station files. Case files regarding the maintenance of radio and radar equipment at individual stations maintained by agency office of primary interest. Contains inventories, inspection reports, and reports of equipment adjustments.</p> <p>4. Vacuum tube files. WITHDRAWN.</p>	<p>Destroy when 5 years old, or 1 year after superseded, whichever is longer.</p> <p>Destroy 3 years after equipment is sold, obsolete, or otherwise discontinued.</p> <p>Destroy when superseded by current inventory or report, or when station is discontinued or relocated, whichever is earlier.</p>	<p>SF-115 II-NNA-1017 Item 140 Approved 7/13/54</p> <p>SF-115 352-S207 Item 47 Approved 2/5/52</p>
6310	Airport Surveillance Radar (ASR)		
6315	Terminal Weather Radar (TDWR)		
6320	Precision Approach Radar (PAR)		
6330	Airport Surface Detection Equipment (ASDE)		
6340	Air Route Surveillance Radar (ARSR)		
6345	En Route Weather Radar (NXRAD)		
6350	Radar Remoting (RML, CD, BVD)		
6360	ATC Radar Beacon System (SECRA)		
6365	MODE S Beacon System		
6366	Ground-air-Ground Data Link System		
6367	Air-to-Air TCASS		
6370	Radar Recording Equipment		
6380	Radar Electronic Counter Measure Equipment (ECCM)		
6390	Video Mapping Equipment		
6410	Radar Displays (RBDE, BRITE)		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
6430	Joint-Use En Route Radar		
6440	TRACS		
6450	CENTRAL OPERATIONS FACILITIES		
6460	Military Approach Control Facilities (RAPCO, RATCC)		
6470	Air Route Traffic Control Center Facilities (ARTCC, CENTO, CERAP, ADCOC)		
6480	Terminal Air Traffic Control Facilities (ATCT, CST, TRACO, CTRAC)		
6490	Flight Service Station Facilities (FSS, IFSS)		
6500	COMMUNICATIONS AND FLIGHT ASSISTANCE FACILITIES		
	<p>1. Communication facilities site files. Case files regarding each site selected for the establishment of communication facilities accumulated by the agency office of primary interest. Contains copy of proposal, bid, data sheets, lease, engineering drawings, specifications, and related correspondence and memorandums.</p> <p>2. Facility Reference Data Files. FAA Form 198 series, or equivalent.</p> <p><i>a. Regional headquarters offices.</i></p> <p><i>b. Airway Facilities sector field offices.</i></p> <p>3. Communications maintenance time report files. Reports provide information concerning the time utilized by maintenance inspectors and technicians in connection with inspecting and maintaining communication facilities, such as FAA Form 1880, or equivalent.</p> <p><i>a. Agency office of primary interest.</i></p>	<p>Destroy 1 year after facility is discontinued.</p> <p>Destroy when 5 years old or 1 year after superseded, whichever is longer.</p> <p>Destroy 3 years after equipment is sold, obsolete, or otherwise discontinued.</p> <p>Destroy when 4 years old.</p>	<p>SF-115 II-NNA-1017 Item 140 Approved 7/13/54</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<i>b. Airway Facilities sector field offices.</i>	Cutoff files annually. Destroy when 1 year old.	SF-115 II-NNA-369 Item 14 Approved 5/15/53
	4. Communications maintenance technicians data files. Sheets listing names of technicians, position number, address, and related information.	Cutoff files annually. Destroy when superseded.	SF-115 II-NNA-1017 Item 141 Approved 7/13/54
	5. Communication equipment failure files. Report of communication equipment failure and facility performance, such as FAA Form 4650-10 or equivalent, and related correspondence.	Cutoff files annually. Destroy when 3 years old.	SF-115 II-NNA-1017 Item 121 Approved 7/13/54
	6. Communication facilities maintenance inspection report files.	Cutoff files annually. Destroy when 3 years old.	SF-115 II-NNA-369 Item 19 Approved 5/15/53
	7. WITHDRAWN.		
	8. Permanent equipment files. Inventories of fixed property at communications stations, such as FAA Form 416, or equivalent.		
	<i>a. Regional headquarters offices.</i>	Destroy 2 years after equipment is surveyed.	SF-115 II-NNA-1017 Item 125 Approved 7/13/54
	<i>b. Airway Facilities Sector field offices.</i>	Destroy 1 year after equipment is removed from custody of the facility.	SF-115 II-NNA-369 Item 7 Approved 5/15/53
	9. Radio transmitter operations files. FAA Form 418, or equivalent.	Cutoff files annually. Destroy when 3 years old.	SF-115 II-NNA-369 Item 8 Approved 5/15/53
	10. Printing telegraph equipment test data files. WITHDRAWN.		
	11. Teletype record books. WITHDRAWN.		
	12. Multi-Channel recorder check record. FAA Form 6670-1, or equivalent.	Destroy 1 month after last entry on form, EXCEPT in the event of an aircraft accident/incident in which the facility recording equipment is in question, the forms shall be retained for inspection or used by cognizant officials until no longer needed.	

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
6510	Remote Communications Air/Ground Facilities (RCAG, TROPO)		
6520	Remote Transmitter/Receiver Facilities (RTR, LRCO, RCO, SFO)		
6530	Direction Finder Facilities (UDF, VDF, UVDF)		
6540	Communications Link Facilities (LCOT, LNKR, CMLT, CMLR)		
6550	Other Flight Advisory Facilities (AID, EFAS, IFSR, IFST, TWEB, Mass Weather)		
6560	Meteorological Instruments and Facilities (RVR, RBC)		
6580	Remote Communications Facility (RCF)		
6590	Radio Communications Link (RCL)		
6600	COMMUNICATIONS EQUIPMENT		
	1. Mobile facility files. Case files accumulated by the FAA Depot for each type of mobile facility, containing correspondence, deployment schedules, work orders for repair and rehabilitation, and related documents.	Destroy 2 years after loan of facility is completed.	
6610	Transmitting Equipment		
6620	Receiving Equipment		
6630	Antenna Equipment		
6640	Audio and Speech Equipment		
6650	Control, Selection, and Monitoring Equipment		
6660	Power Supply Equipment		
6670	Recorders and Reproducers		
6680	Radio (Teletypewriter) Terminal Equipment		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
6790	VHF Omnirange (VOR)		
6810	VHF Omnitest (VOT)		
6820	Combined VOR and TACAN (VORTAC)		
6830	Microwave Landing System (MLS)		
6850	Visual Navigational Aids (ALS, VASI)		
6860	LORAN Long Range Navigation		
6870	CMECA/Very Low Frequency (VLF)		
6880	Global Positioning System (GPS)		
6882	Wide Area Differential Global Position System (WADGPS)		
6884	Local Area Differential Global Position System (LADGPS)		
6900	PLANT AND STRUCTURES		
	<p>1. Plant and structures site files. Case files regarding each site selected for the establishment of visual aids to air navigation, maintained by agency office of primary interest. Contains copy of proposal, bid, data sheets, lease, engineering drawings, specifications, and related correspondence.</p>	<p>Destroy 1 year after facility is discontinued.</p>	<p>SF-115 352-S207 Item 19 Approved 2/5/52</p>
	<p>2. Sector data files. Case files pertaining to the requirements and operations of lighting and structures maintenance sectors maintained by agency office of primary interest. Consists of duplicates regarding property and equipment, standard allowances, sector directories and maps, and schedules of maintenance and inspection.</p>	<p>Destroy when rescinded or superseded, or when 1 year old, whichever is earlier.</p>	<p>SF-115 352-S207 Item 37 Approved 2/5/52</p>
	<p>3. Structures and ground files. Documents relating to insulating tape, transformers, painting and lettering, paint and allied materials, cable, wire and reels, safety engine generators, batteries, sector storerooms, excess and surplus property, comments on abnormal operations, and new equipment and test data, maintained by regional headquarters offices.</p>	<p>Destroy after 4 years, EXCEPT that weekly progress reports of structures and ground work parties on jobs in progress are to be destroyed when superseded, and final reports on completed jobs are to be destroyed at the end of each fiscal year.</p>	<p>SF-115 II-NNA-1017 Item 131 Approved 7/13/54</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>4. Lighting and structures equipment failure files. Reports of failures of lighting and structures equipment, giving location, time, length, and cause of failure.</p> <p><i>a. Agency office of primary interest.</i></p> <p><i>b. Regional headquarters offices.</i></p> <p>5. Lighting and structures maintenance files. Monthly reports of maintenance operations of field lighting and structures maintenance personnel.</p> <p><i>a. Agency office of primary interest.</i></p> <p><i>b. Regional headquarters offices.</i></p> <p>6. Lighting and structures inspection files. Reports of inspection of lighting and structures aids prepared by regional and Washington maintenance inspectors.</p> <p><i>a. Agency office of primary interest.</i></p> <p><i>b. Regional headquarters offices.</i></p> <p>7. Fire extinguisher maintenance files. FAA Form 6930-1, or equivalent.</p> <p>8. Airways beacons and intermediate landing fields files. WITHDRAWN.</p> <p>9. Intermediate landing field reports files. WITHDRAWN.</p>	<p>Cutoff files annually. Destroy when 1 year old.</p> <p>Cutoff files annually. Destroy when 2 years old.</p> <p>Cutoff files annually. Destroy when 1 year old.</p> <p>Cutoff files annually. Destroy when 2 years old.</p> <p>Cutoff files annually. Destroy when 2 years old.</p> <p>Destroy when superseded by a subsequent report.</p> <p>Destroy when superseded, or when extinguisher is discarded.</p>	<p>SF-115 352-S207 Item 40 Approved 2/5/52</p> <p>SF-115 II-NNA-1017 Item 132 Approved 7/13/54</p> <p>SF-115 352-S207 Item 41 Approved 2/5/52</p> <p>SF-115 II-NNA-1017 Item 130 Approved 7/13/54</p> <p>SF-115 352-S207 Item 42 Approved 2/5/52</p> <p>SF-115 II-NNA-1017 Item 133 Approved 7/13/54</p> <p>SF-115 II-NNA-369 Item 15 Approved 5/15/53</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
6920	Water and Sanitary Systems		
6930	Engine Generator Records 1. Engine generator files. Case files pertaining to the procurement, installation, and maintenance of engine generators, accumulated by agency office of primary interest. Contains correspondence, drawings, specifications, duplicates of contracts, and test data.	Destroy when equipment is surveyed or transferred from custody of FAA.	SF-115 352-S207 Item 34 Approved 2/5/52
6940	Grounds and Roads		
6950	Electrical		
6960	Mechanical		
6970	Temperature/Humidity Control and Ventilation		
6980	Power Generation		
7000	AIR TRAFFIC MANAGEMENT The records described below relate to the management of air traffic, including the allocation and utilization of airspace; administration and operation of air navigation, flight assistance, and communications facilities; promulgation of air traffic regulations and procedures; operational telecommunications matters; flight information and cartography and ATC automation. 1. Air Traffic management correspondence files, consisting of correspondence, reports, and other documents relating to the administration and operation of programs dealing with the management and control of civil and military air traffic in the navigable airspace. <i>a. Correspondence files of Air Traffic</i> relating to the development and evaluation of national air traffic management plans, policies and procedures.	PERMANENT. Cutoff files annually. Transfer to FRC when 5 years old. Offer to NARA when 10 years old.	SF-115 237-75-4 Item 1 Approved 4/21/75

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>b. Correspondence files of Air Traffic other than those described in Item 1a above.</i></p> <p><i>c. Correspondence files of regional Air Traffic Divisions.</i></p> <p>2. Regional project files. Case files maintained by regional air traffic management offices, containing correspondence, drawings, and documentation relating to technical and planning projects.</p>	<p>Cutoff files annually. Destroy when 5 years old.</p> <p>Cutoff files annually. Destroy when 3 years old.</p> <p>Destroy 3 years after completion of project.</p>	<p>SF-115 II-NNA-1017 Item 41 Approved 7/13/54</p>
7010	Operation Evaluation		
7020	Operational Research		
7030	Planning		
	<p>1. Regional planning and evaluation data files, consisting of correspondence, reports, program data, status charts, aviation statistics, facility utilization data and related documents prepared by regional air traffic divisions in planning, coordinating and evaluating regional air traffic management programs.</p> <p><i>a. Official file copies.</i></p> <p><i>b. All others.</i></p> <p>2. Air traffic place name files, consisting of working library of raw research data, special reports, correspondence used for future planning of the National Airspace System, as well as program information.</p>	<p>PERMANENT. Cutoff files annually. Transfer to FRC when 5 years old. Offer to NARA when 10 years old.</p> <p>Cutoff files annually. Destroy when 1 year old.</p> <p>Destroy inactive files when 5 years old.</p>	<p>SF-115 237-75-4 Item 2 Approved 4/21/75</p> <p>SF-115 237-77-3 Item 59 Approved 12/2/77</p>
7031	Standards and Criteria		
7032	Systems Requirements		
7040	Noise Abatement		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
7100	AIR TRAFFIC PROCEDURES		
7110	Air Traffic Control Procedures		
	1. Letters of agreement files. Letters of agreement on specific interfacility responsibilities, and letters of procedure regarding standard instrument approaches and departures, maintained by air traffic field facilities.	Destroy when superseded or canceled.	
7120	Special Civil Procedures		
7130	Air Traffic Control Criteria		
7140	Rockets and Missiles		
7200	AIR TRAFFIC OPERATION AND STANDARDS		
	1. Air traffic operation summary files. Consisting of air traffic control, instrument approach and delay time; summaries prepared by Air Traffic. Contain current workload in terms of groups transmitted, number of flight assistance services, number of telephone contacts, flight plans relayed, notices to airmen relayed, and public weather service.	Cutoff files annually. Destroy when 5 years old.	SF-115 237-75-4 Item 3 Approved 4/21/75
	2. Air traffic operation report files. Reports reflecting regional fixed posting and flight advisory service for centers, aircraft operations for towers, instrument approaches, delay times and average interval between successive approaches, used in preparing summaries described in Item 1 above.	Destroy when 1 year old.	SF-115 352-S207 Item 103 Approved 2/5/52
	3. Overseas and foreign facility files. Correspondence, reports, and related materials regarding the operation of individual overseas and foreign communications stations. Includes matters on the establishment of circuits, equipment, operating requirements, and cost data.	Destroy when 2 years old, EXCEPT monthly operations reports are to be destroyed when 1 year old.	SF-115 352-S207 Items 78 & 80 Approved 2/5/52
	4. Operating procedures files. Correspondence of regional air traffic management offices with field facilities pertaining to technical equipment changes at facilities, or interpretations, revisions, additions to or deletions from operating procedures.	Cutoff files annually. Destroy when 3 years old.	SF-115 II-NNA-1017 Item 42 Approved 7/13/54

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>d. Daily Record of Facility Operation and Position Log, such as FAA Forms 7230-4 and 7230-10, or equivalent.</i></p> <p><i>e. Voice recorder loops and tapes, and the 5 x 8 plain paper used for traffic clearances in lieu of recordings.</i></p> <p><i>f. Flight plans, FAA Form 7233-3, or equivalent.</i></p> <p>(1) Military flight plans filed directly with FAA facilities by a military base operations office.</p> <p>(2) Military flight plans filed directly with FAA facilities by other than military base operations; e.g., by pilot or his representative.</p> <p>(3) Civil flight plans (including teletype copies).</p> <p><i>g. Preflight briefing logs, FAA Form 7233-2 or equivalent.</i></p> <p><i>h. Aircraft flight contact records such as FAA Form 7230-21 or equivalent.</i></p> <p><i>i. Flight progress strips, FAA Form 7230/566 series.</i></p> <p><i>j. Air traffic control facility computer printouts (from input/output devices, high speed printers, etc.).</i></p>	<p>Destroy when 6 months old.</p> <p>Destroy paper and loops and return tape reels to service, when 15 days old. NOTE: Retain tapes pertaining to incidents and accidents as specified in Order 7210.3D, Facility Management and Order 8020.4A, Aircraft Accident Notification Procedures and Responsibilities.</p> <p>Destroy when 15 days old.</p> <p>Mail to pilot's home base indicated in flight plan after 15 days or retain for 90 days in facility files and then destroy.</p> <p>Destroy when 15 days old.</p> <p>Destroy when 15 days old.</p> <p>Destroy when 15 days old.</p> <p>Destroy when 15 days old, EXCEPT (1) when part of an AMIS unknown intercept report, when 90 days old; (2) when requiring special handling, as specified in Handbooks 7210.3D and 8020.4A.</p> <p>Destroy when 15 days old.</p>	<p>SF-115 237-79-3 Item 4 Approved 11/14/79</p> <p>SF-115 NN-163-133 Item 1 Approved 4/19/65</p> <p>SF-115 II-NNA-1306 Item 20 Approved 8/10/54</p> <p>SF-115 NN-165-133 Item 2 Approved 4/19/65</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>k. NAS computer magnetic tapes that contain the record of the daily operation of the computer system (System Analysis Tapes.).</i></p> <p>3. Air traffic activity report files. Activity reports, including copies of narrative and tabular workload and traffic reports and records such as the following or their equivalent: (a) FAA Form 7230-16, Approach Data Worksheet; (b) FAA Forms 7230-12, 7230-26 Monthly Summary, Instrument Approaches, Instrument Operations; (c) FAA Form 7233-6, Message Traffic Number Report; (d) FAA Form 7230-1, Monthly Airport Traffic Record; (e) FAA Form 7230-14, Daily Summary of ARTC Operations; (f) FAA Form 7230-13, Daily Activity Record-Flight Service Stations; (g) FAA Form 7230-22; Enroute IFR Peak Day Traffic Report, and related charts and summaries; (h) FAA Form 7230-15, International Flight Service Station Activity Report; (i) Report of noteworthy service to airmen; including narrative reports, and (j) monthly report of operations and intercepts (Security Control); and similar reports.</p> <p><i>a. Regional air traffic management offices.</i></p> <p>(1) Regional and national summaries.</p> <p>(2) Field facilities reports.</p> <p><i>b. Air traffic field facilities.</i></p> <p>(1) Records and reports prepared for administrative use within a facility or for preparation of summary reports to other offices.</p> <p>(2) File copies or records and reports prepared for submission to the regional, Washington, or other supervisory office.</p> <p>4. Air Traffic facility evaluation files. Reports and related correspondence pertaining to the schedule of evaluations, corrections of improper conditions, and follow-up of findings.</p>	<p>Return to service when 15 days old.</p> <p>Destroy when 2 years old.</p> <p>Destroy when 6 months old.</p> <p>Destroy when 30 days old, except when filed as a part of incident, accident, or other case records.</p> <p>Destroy when 1 year old.</p>	<p>SF-115 II-NNA-1017 Item 51 Approved 7/13/54</p> <p>SF-115 II-NNA-1306 Item 30 Approved 8/10/54</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>a. Agency office of primary interest.</i></p> <p><i>b. Air traffic field facilities.</i></p> <p>5. Familiarization Travel Request Files contain general correspondence and information, certification and destruction records, control logs, and requests for access to aircraft or free transportation in flight, or inflight evaluation of air traffic services.</p> <p><i>a. General correspondence files</i> contain general correspondence and information and certification of destruction records.</p> <p><i>b. Familiarization Travel Request Forms Log, FAA Form 4650-xx</i>, contains the distribution records of all Request for Access to Aircraft or Free Transportation, FAA Form 7000-5, booklets shipped or issued.</p> <p><i>c. Request for Access to Aircraft or Free Transportation, FAA Form 7000-5</i>, contains the Record of Requests Issued log for each FAA Form 7000-5 booklet completed. (The log is completed/closed when the last voucher in the booklet has been dispensed.)</p> <p><i>b. Familiarization Travel Request (FAA Form 1500-7).</i></p>	<p>Destroy when 1 year old or when superseded.</p> <p>Destroy when 6 months old.</p> <p>Cutoff files annually. Destroy when 2 years old.</p> <p>Cutoff files annually. Destroy when 2 years old.</p> <p>Destroy closed booklet when 2 years old.</p> <p>Destroy 1 year after travel completed or earlier if purpose has been served.</p>	<p>SF-115 II-NNA-1306 Item 25 Approved 8/10/54</p> <p>SF-115 237-92-1 Item 1 Approved 9/2/92</p> <p>SF-115 237-79-2 Item 9b Approved 2/8/79</p>
7231	En Route		
7232	Terminal		
7233	Flight Service		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>1. Reports from regional offices summarizing noteworthy or outstanding flight assistance services rendered. Shows number of instances where air traffic facilities have assisted in saving lives and property, number of aircraft involved, number of passengers and/or crew members, dollar value of property saved, number of other nonroutine noteworthy services rendered by facilities, and a brief account of each noteworthy service.</p>	Destroy when 2 years old.	
7234	CARF		
7300	<p>COMMUNICATION OPERATIONS</p> <p>1. Communications establishment files. Documents regarding programs for the establishment of direct communications equipment in air route traffic control centers.</p> <p>2. Communications lease files. Case files regarding the arrangements for procurement or rearrangement of (a) leased teletype and interphone circuits for air traffic control and flight assistance services, (b) leased key equipment, and (c) leased teletype facilities for meteorological services. Contains duplicate copies of contracts, contract modification sheets, and related materials.</p> <p><i>a. Agency office of primary interest.</i></p> <p><i>b. Regional air traffic management offices.</i></p> <p>3. Communications service request files. Requests and orders, such as FAA Form 4441-1, or equivalents, for fixed communication services.</p> <p><i>a. Agency office of primary interest.</i></p> <p><i>b. Regional air traffic management offices.</i></p>	<p>Destroy 2 years after completion of program.</p> <p>Destroy (1) 1 year after circuit is discontinued; (2) 1 year after contract is completed or terminated; (3) upon cancellation or termination of contract.</p> <p>Destroy 2 years after contract is canceled or superseded.</p> <p>Destroy when eighteen months old.</p> <p>Destroy when 3 years old.</p>	<p>SF-115 352-S207 Item 73, 74, 75 & 82 Approved 2/5/52</p> <p>SF-115 II-NNA-1017 Item 40 Approved 7/13/54</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<i>c. Air traffic field facilities.</i>	Destroy after action is completed.	SF-115 II-NNA-1306 Item 15 Approved 7/13/54
	4. Regional telephone and interphone facility files. Correspondence, reports and forms maintained by regional air traffic management offices relating to telephone and interphone facilities operations and services, including circuits, line troubles, equipment repair, outage reports, and the like.	Destroy when 3 years old.	SF-115 II-NNA-1017 Item 43 Approved 7/13/54
7310	Air-Ground		
7320	Interphone		
7330	Teletypewriter		
7340	Contractions		
7350	Location Identifiers		
	1. Identifier assignment files. Correspondence, regarding the assignment of identifiers to designate airports, landing fields, etc. Identifiers are a combination contraction and code suggestion location of the facility.	Destroy when 5 years old, or when system of identifiers changes, whichever is earlier.	SF-115 352-S207 Item 87 Approved 2/5/52
7400	AIRSPACE ALLOCATION AND USE		
	1. General correspondence files. Correspondence, reports, and related papers pertaining to planned actions concerning the assignment revocation, or review of the navigable airspace, not related to a specific docket.	Cutoff files annually. Transfer to FRC when 3 years old. Destroy when 3 years old.	SF-115 352-S207 Item 123 Approved 2/5/52
	2. Airspace docket files. Case files pertaining to development of dockets in terminal and enroute airspace rulemaking actions.	Transfer closed case file to FRC when 5 years old. Destroy when 15 years old.	SF-115 237-79-3 Item 1 Approved 11/14/79
	3. Airspace rulemaking projects files. Consisting of case files relating to the designation, alteration or revocation of navigable airspace by rule, regulation or order.		SF-115 237-77-3 Item 61 Approved 12/2/77

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>a. Case files relating to special use airspace, such as restricted or prohibited.</i></p> <p><i>b. All others.</i></p> <p>4. Airspace general project files. Consisting of case files or staff studies relating to topics such as new types of airspace designations, research and procedures.</p> <p>5. Non-rulemaking files. Circulars and related data concerning non-rulemaking actions.</p>	<p>PERMANENT. Transfer closed case files to FRC when 5 years old. Offer to NARA when 10 years old.</p> <p>Transfer closed case files to FRC when 5 years old. Destroy when 10 years old.</p> <p>Destroy 5 years after close of project.</p> <p>Destroy when 2 years old.</p>	<p>SF-115 237-77-3 Item 62 Approved 12/2/77</p> <p>SF-115 237-77-3 Item 63 Approved 12/2/77</p>
7410	Rulemaking Actions		
7420	Nonrulemaking Actions		
7430	Airways and Routes		
7440	Terminal Airspace		
7450	Special Use Airspace		
7460	Obstruction Evaluation		
	<p>1. General correspondence files. Correspondence, memorandums, reports, and related papers, not part of a case file, pertaining to coordination of FAA action to prevent hazardous interference with the navigable airspace.</p> <p>2. Obstruction evaluation case files. Documents relating to aeronautical studies of the effect of proposed construction or alteration on the use of navigable airspace.</p> <p><i>a. Files containing information on structures that do not exceed obstruction standards of FAR Part 77.</i></p>	<p>Transfer to FRC when 2 years old. Destroy when 5 years old.</p> <p>Destroy when 3 years old.</p>	<p>SF-115 237-77-3 Item 64 Approved 12/2/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>b. Files containing information on structures that exceed obstruction standards of FAR Part 77 and which were circularized for comment and/or of a controversial nature.</i></p> <p>3. OE docket files. Official dockets of petitions to the Administrator concerning determinations, comments, correspondence, and denials or grants of petitions.</p> <p><i>a. Records relating to proposed obstructions that are NOT constructed.</i></p> <p><i>b. Records relating to proposed obstructions that ARE constructed.</i></p>	<p>Transfer closed files to FRC when 3 years old. Destroy when structure is dismantled.</p> <p>Transfer closed files to FRC when 3 years old. Destroy when 28 years old.</p> <p>Transfer closed case files to FRC when 3 years old. Destroy when obstruction no longer exists.</p>	<p>SF-115 237-77-3 Item 65 Approved 12/2/77</p>
7470	Airspace Analysis of NAVAIDS		
7480	Airspace Analysis of Airports		
	<p>1. General correspondence files. Correspondence, memorandums, reports, and related papers, not part of a case file, pertaining to coordination of FAA action to prevent hazardous interference of airspace in the vicinity of airports.</p> <p>2. Airport airspace analysis case files. Documents relating to aeronautical studies of the effect of proposed construction, alteration, activation and deactivation of airports on the use of airspace.</p>	<p>Destroy when 3 years old.</p> <p>PERMANENT. Transfer closed case files to FRC when 5 years old. Offer to NARA when 10 years old.</p>	<p>SF-115 237-75-4 Item 7 Approved 4/21/75</p>
7500	MILITARY OPERATIONS—AIR TRAFFIC		
7510	Special Procedures		
7520	Altitude Reservation		
7530	Exercises		
7600	SECURITY CONTROL OF AIR TRAFFIC		
7610	Special Procedures for Air Defense Activities		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>6. Design records of NAS system models and versions. Not under configuration management (See Item 2 above).</p>	<p>Transfer to FRC when model no longer subject to configuration management control. Destroy 4 years later.</p>	<p>SF-115 237-77-3 Item 66 (6) Approved 12/2/77</p>
7810	Plans and Requirements		
7820	System Configuration-Hardware Components		
7830	NAS Automation Software Systems		
7840	Special Air Traffic Automation Projects		
7900	<p>FLIGHT INFORMATION</p> <p>1. Meteorological service files. Documents maintained by the agency office of primary interest relating to the dissemination of meteorological data.</p> <p><i>a. Correspondence and memorandums</i> pertaining to detailed operations of individual stations and use of services for meteorological dissemination.</p> <p><i>b. Case working papers of studies of fixed communications systems</i> for meteorological service to determine characteristics of activity involved in providing these services and to realize maximum utilization and effectiveness. Contains summarizations working tables, scheduled information, direct observations of operations used in preparing and developing detailed instructions in manuals of operations (see paragraph 1320).</p> <p>2. Teletype revocable license files. Case files maintained by agency office of primary interest relating to authorization of licensees to receive meteorological information, containing applications, questionnaires, copies of license, and related correspondence.</p> <p><i>a. Non-government agencies files.</i></p>	<p>Cutoff files annually. Destroy when 3 years old.</p> <p>Destroy when made obsolete by new or changed requirements of users of fixed communications services.</p> <p>Destroy upon expiration or revocation of license.</p>	<p>SF-115 352-S207 Item 85 Approved 2/5/52</p> <p>SF-115 352-S207 Item 84 Approved 2/5/52</p> <p>SF-115 352-S207 Item 83 Approved 2/5/52</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<i>b. Government agencies files.</i>	Destroy application, or its equivalent and notice of discontinuance upon receipt of notice of continuance.	
	3. Weather observation files. Correspondence maintained by regional air traffic management offices relating to weather observations policy and procedures.	Cutoff files annually. Destroy when 3 years old.	SF-115 II-NNA-1017 Item 46 Approved 7/13/54
	4. Field weather report files. Weather reports, Weather Bureau Form 1130, or equivalent, accumulated by air traffic management field activities.	Destroy when 90 days old, except when filed as part of incident, accident, or other case file.	SF-115 II-NNA-1306 Item 29 Approved 8/10/54
7910	Aeronautical Charts		
	1. Field aeronautical chart files. Aeronautical and weather charts and other maps and drawings maintained by air traffic field facilities.	Destroy when no longer needed.	SF-115 II-NNA-1360 Item 11 Approved 8/10/54
	2. Aeronautical chart and flight information. Case files pertaining to aeronautical chart and flight information requirements.	Destroy 2 years after canceled or superseded.	SF-115 237-79-3 Item 2 Approved 11/14/79
7920	Aeronautical Publications		
	1. National Flight Data Digest (NFDD) consisting of physical and operational changes to airports, navigation aids, communication facilities, airspace and flight procedures affecting aeronautical changes.		SF-115 237-77-6 Item 5 Approved 6/13/77
	<i>a. Original records.</i> Microfilm in accordance with 36 CFR 1230.	Destroy original records when microfilm is determined to be an adequate substitute for paper records.	
	<i>b. Microfilm of original record.</i>	Destroy when 10 years old.	
7930	NOTAM Systems		
	1. Domestic and international NOTAM file, consisting of teletype copies and related materials.		SF-115 237-77-6 Item 2 Approved 6/13/77
	<i>a. NOTAMs maintained by air traffic field facilities.</i>	Destroy 15 days after cancellation.	

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7940	<i>b. NOTAMs maintained by the National Flight Data Center.</i>	Destroy 90 days after cancellation.	
	2. NOTAM log files. FAA Form 7930-1, Station NOTAM Accountability Log, and FAA Form 7930-2, FDC NOTAM Receipt Log, or equivalents.	Destroy 15 days after all NOTAMS entered on the form are canceled.	
	3. FDC NOTAM files, consisting of original FDC NOTAM and logbook containing identifier of affected location, description of text, date and time of issuance and cancellation.	Transfer to FRC when 3 years old. Destroy when 8 years old.	SF-115 237-77-6 Item 3 Approved 6/13/77
7940	Aeronautical Flight Data		
7950	1. Airport validation files, consisting of records used to collect, validate and disseminate a physical and operational description of all categories of airports in the United States, its territories and possessions to aviation interests.	Transfer to FRC when 4 years old. Destroy when 9 years old.	SF-115 237-77-6 Item 4 Approved 6/13/77
	2. Airspace, obstruction, airways/route files, flight procedures and NAVAID/communication files, consisting of records used to collect, validate and disseminate aviation data on the total national aviation system in support of all aviation community requirements.	Transfer to FRC when 3 years old. Destroy when 8 years old.	SF-115 237-77-7 Item 14 Approved 9/23/77
	Weather Observations, Aviation		
8000	FLIGHT SAFETY STANDARDS AND PROCEDURES - GENERAL The records described below relate to type, production, and airworthiness certification of aircraft; inspection and surveillance of flight operations and maintenance activities of air carrier and general aviation aircraft; medical examination and certification of airmen, instructors, designated examiners, and air agencies; registration of aircraft and recordation of aircraft encumbrances; flight inspection; and the investigation of aircraft accidents, incidents, and violations.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>1. General correspondence files. Routine correspondence, reports, and safety related documents pertaining to the administration of programs for the safety of flight of civil aircraft by assuring the airworthiness of aircraft, the competence of airmen, the adequacy of flight operations and maintenance activities, and the evaluation of inflight facility performance but EXCLUDING files described elsewhere below.</p> <p><i>a. Agency office of primary interest.</i></p> <p><i>b. Regional flight standards offices: correspondence files</i> relating to regional planning, direction, control, and evaluation of assigned programs.</p> <p><i>c. Regional flight standards offices: correspondence files</i> other than those described elsewhere in this paragraph.</p> <p><i>d. Flight standards field offices.</i></p> <p>2. General correspondence files (engineering and manufacturing activities). Correspondence, reports, and related documents concerning issuance of original, amended, and supplemental type certificates.</p> <p>3. Aviation safety committee files. Documents pertaining to general activities and recommendations of committees and groups such as Air Space Sub-Committee, Regional Planning Committee, Schedule Air Coordinating Committee, and similar coordinated aviation safety planning groups. May also include certain material relating to Air Traffic Control Procedures, hazards to air navigation, Federal Airways Facilities, and minutes of all meetings and conferences.</p>	<p>Cutoff files annually. Transfer to FRC when 4 years old. Destroy when 10 years old.</p> <p>Cutoff files annually. Transfer to FRC when 4 years old. Destroy when 10 years old.</p> <p>Destroy when 5 years old, EXCEPT that field narrative reports are to be destroyed when 2 years old.</p> <p>Destroy when 2 years old.</p> <p>Destroy when 5 years old, EXCEPT files should be screened prior to destruction to determine if certain documents should be withdrawn and filed under paragraph 8110.</p> <p>Destroy when 3 years old.</p>	<p>SF-115 237-77-3 Item 14 (1) Approved 12/2/77</p> <p>SF-115 237-77-3 Item 14 (2) Approved 12/2/77</p> <p>SF-115 II-NNA-1017 Item 60 Approved 7/13/54</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
8010	<p>4. Designee case files (excluding Designated Medical Examiners). Authorizations, inspection reports, periodic reports, and related correspondence pertaining to individuals other than FAA employees designated (or who have made application for designation) to act for or on behalf of the Administrator in conducting and evaluating applicant's performance in the various practical phases of examinations leading to the issuance of or revalidation of airmen certificates of all types and the certification of airworthiness of aircraft and aircraft components.</p> <p><i>a. Official case file maintained by office assigned responsibility for documenting such designations.</i></p> <p><i>b. All others.</i></p>	<p>Transfer to FRC 2 years after designation becomes inactive. Destroy when 8 years old.</p> <p>Destroy 5 years after designation becomes inactive, or when no longer needed for reference, whichever is sooner.</p>	<p>SF-115 II-NNA-1017 Item 70 Approved 7/13/54</p> <p>SF-115 II-NNA-1102 Item 16 Approved 7/12/54</p>
	<p>Service Difficulty Program</p> <p>1. Service difficulty program files, consisting of reports of malfunctions, failures and defects that might endanger the safe operation of aircraft, and related forms, summaries, microfilm, and data stored in magnetic tape.</p> <p><i>a. WITHDRAWN.</i></p> <p><i>b. Reporting forms,</i> such as FAA Form 8070-1, Service Difficulty Report, and FAA Form 8330-2, Malfunction or Defect Report, prepared daily from information contained in original reports.</p> <p><i>c. Microfilm of reporting forms and related documents.</i></p> <p>(1) Original records. Microfilm in accordance with 36 CFR 1230.</p> <p>(2) Microfilm of original records.</p>	<p>Cutoff files annually. Destroy when 1 year old or when the report status is closed, whichever is later.</p> <p>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</p> <p>Cutoff microfilm annually. Destroy when 5 years old.</p>	<p>SF-115 237-75-2 Item 2 Approved 11/5/74</p> <p>SF-115 237-75-2 Item 3 Approved 11/5/74</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
8020	<i>d. Master tape record</i> containing data extracted from source documents.	Erase data when 5 years old at 90 day intervals.	SF-115 237-75-2 Item 4 Approved 11/5/74
	<i>e. Computer listings</i> consisting of scheduled and special interrogation listings.	Destroy when 5 years old or when no longer needed, whichever is later.	SF-115 237-75-2 Item 5 Approved 11/5/74
	<i>f. Daily summaries of service difficulty reports.</i>		SF-115 237-75-2 Item 6 Approved 11/5/74
	(1) Master copy maintained by Flight Standards Technical Division.	Cutoff files annually. Destroy when 2 years old.	
	(2) All others.	Cutoff files annually. Destroy when 1 year old.	
	Accident And Incident Investigation And Reporting		
	1. Aircraft accident/incident report packages.		
	Case files containing documents reflecting information of possible significance in aircraft accidents near midair collisions, and other incidents, prepared and maintained by air traffic field facilities, including reports, controller and employee witness statements, flight plans and flight progress strips, transcripts, recorder loop and tapes, computer tapes and or data extraction and related materials. NOTE: Computer readout data shall not be included in ATC accident packages, but shall remain in the originating facility in accordance with appropriate orders.		
	<i>a. Formal accident packages containing original documents.</i>	Transfer closed files to FRC after 2 and 1/2 years. Destroy 5 years after completion of investigation.	SF-115 II-NNA-1102 Item 23 Approved 7/12/54
	<i>b. Formal accident packages containing copies of originals.</i>	Destroy 2 and 1/2 years after date of accident.	
	<i>c. Informal accident packages.</i>	Destroy 2 and 1/2 years after date of accident.	

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>d. Incident packages.</i></p> <p>2. Aircraft accident review files. Reports of aircraft accidents and accident investigation reviewed for determining whether air traffic facilities may have been cause of accident, periodically analyzed for examining trends.</p> <p>3. Aircraft accident/incident investigation files. Case files relating to the reporting and investigation of aircraft accidents, and near midair collisions and other incidents.</p> <p><i>a. Air carrier accident report and investigation files.</i></p> <p>(1) Files maintained by Office of Aviation Safety.</p> <p>(2) All others.</p> <p><i>b. General aviation accident report and investigation files.</i></p> <p>(1) Files maintained by Aviation Standards National Field Office.</p>	<p>Destroy 2 and 1/2 years after date of incident. (EXCEPTION: Packages relating to a particular accident or incident for which specific retention instructions are received will be disposed of on an individual basis. In an instance where a facility removed a tape recording as the result of a preliminary request of another facility or FAA office regarding its use in an accident or incident inquiry and no further data, formal or informal, is requested or provided, that tape recording will be returned to service 90 days after the date removed.)</p> <p>Destroy closed files when 5 years old.</p> <p>Transfer closed files to FRC when 2 years old. Destroy when 8 years old.</p> <p>Destroy after necessary follow-up or corrective action is completed.</p> <p>Destroy closed files when 3 years old.</p>	<p>SF-115 352-S207 Item 110 Approved 2/5/52</p> <p>SF-115 NN-168-81 Item 1 Approved 5/14/68</p> <p>SF-115 NN-168-81 Item 2 Approved 5/14/68</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>(2) All others.</p> <p><i>c. Incident report and investigation files.</i></p> <p>(1) Files maintained by the Washington Flight Standards Safety Analysis Staff.</p> <p>(2) All others.</p> <p><i>d. Accident/incident investigation files involving Aeronautical Center aircraft or personnel maintained by the AAC Flight Safety Officer.</i></p> <p>4. WITHDRAWN.</p> <p>5. WITHDRAWN.</p> <p>6. Aircraft accident and pilot violation studies. Special studies involving aircraft accidents and violations and related causes, trends, etc., including related statistical printouts and other materials, accumulated by the Aviation Standards National Field Office.</p>	<p>Destroy after necessary follow-up or corrective action is completed.</p> <p>Destroy closed files when 3 years old.</p> <p>Destroy after necessary follow-up or corrective action is completed.</p> <p>Destroy closed files when 3 years old.</p> <p>Destroy when 10 years old.</p>	
8025	<p>Medical Investigation Of Aircraft Accidents</p> <p>1. Medical investigation of aircraft accidents records. Case files maintained by Civil Aeromedical Institute documenting the investigation of medical aspects of civil aviation accidents. Includes accidents reports, autopsy and toxicological reports, and related correspondence.</p> <p><i>a. Case files involving investigation of fatal accidents.</i></p> <p><i>b. Case files involving investigation of non-fatal accidents.</i></p> <p><i>c. Card file on airmen involved in general aviation accidents of special medical interest.</i></p>	<p>Transfer closed files to FRC when 5 years old. Destroy when 25 years old.</p> <p>Dispose of in accordance with paragraph 8020 Item 3.</p> <p>Destroy when 50 years old.</p>	<p>SF-115 237-77-7 Item 7 Approved 9/23/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
8030	<p>Violation Investigation And Reporting</p> <p>1. Violation report and investigation files. Records relating to the reporting and investigation of violations of rules, regulations, orders, and minimum standards for flight safety, such as FAA Form 8030-2, Enforcement Investigative Reports, and supporting information.</p> <p><i>a. Regional Flight Standards offices.</i></p> <p><i>b. Flight Standards field offices.</i></p> <p>(1) Records relating to violations which result in legal enforcement action.</p> <p>(a) Official Case File.</p> <p>(b) Copies of the Official Case File maintained by the Flight Standards Investigating Office.</p> <p>(2) Records relating to violations which result in administrative enforcement action.</p> <p>(3) Records resulting in “no action”.</p> <p>(4) Records relating to indefinite suspension of airmen certificates pending successful completion of reexamination or proof of qualification.</p> <p><i>c. Aviation Standards National Field Office.</i> <i>WITHDRAWN.</i></p>	<p>Destroy closed files in agency when necessary follow-up and corrective action is completed.</p> <p>Transfer to the Office of the Assistant Chief Counsel. These case files become Legal Enforcement Case Files and are retained, transferred, and destroyed in accordance with paragraph 2150 Item 1.</p> <p>Destroy 1 year after the year in which the case is closed in the EIS. (Refer to paragraph 2150 Item 4.)</p> <p>Destroy 1 year after the year in which the case is closed in the EIS. (Refer to paragraph 2150 Item 4.)</p> <p>Destroy 30 days after (or no more than 90 days after) the date the case is closed in the EIS. (Refer to paragraph 2150 Item 4.)</p> <p>Destroy 1 month after the date of successful completion of reexamination or proof of qualification.</p>	<p>SF-115 237-92-3 Item 1 Approved 5/20/94</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
8040	<p><i>d. Flight Standards Washington Headquarters Divisions.</i></p> <p>Regulatory Procedures</p> <p>1. Flight Standards regulations files. Case files relating to the development and formulation of Civil Air Regulations (CARs) and Federal Aviation Regulations (FARs), special conditions, airworthiness directives, Airworthiness and Operations Review Program and related rulemaking activities, denials of petitions for rulemaking, grants or denials of exemption petitions and amendments or denials of reconsideration of operations specifications.</p> <p><i>a. Agency Office of Primary Interest.</i></p> <p>(1) Civil Air Regulations (CARs), Federal Aviation Regulations (FARs), and Airworthiness Directives.</p> <p>(a) Original records. Microfilm in accordance with 36 CFR 1230.</p> <p>(b) Microfilm of original records.</p> <p>(c) If not microfilmed.</p> <p>(2) Special conditions.</p> <p>(3) Airworthiness and Operations Review Program and related rulemaking activities.</p>	<p>Destroy 1 year after the case is closed in the EIS.</p> <p>Destroy original records after microfilm is determined to be an adequate substitute for paper records.</p> <p>Destroy 15 years after the issued date of final rule or withdrawal notice.</p> <p>Transfer closed files to FRC 10 years from the issued date of final rule or withdrawal notice. Destroy when 15 years old.</p> <p>Transfer closed files to FRC 2 years from issued date. Destroy when 5 years old.</p>	<p>SF-115 237-83-1 Item 11 Approved 11/30/83</p>

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	<p>(a) Original records. Microfilm in accordance with 36 CFR 1230.</p> <p>(b) Microfilm of original records.</p> <p>(c) If not microfilmed.</p> <p>(4) Denials of petitions for rulemaking.</p> <p>(a) Original records. Microfilm in accordance with 36 CFR 1230.</p> <p>(b) Microfilm of original records.</p> <p>(c) If not microfilmed.</p> <p>(5) Petitions for exemptions.</p> <p>(a) Original records. Microfilm in accordance with 36 CFR 1230.</p> <p>(b) Microfilm of original records.</p> <p>(c) If not microfilmed.</p>	<p>Destroy original records after microfilm is determined to be an adequate substitute for paper records.</p> <p>Destroy 15 years from the issued date of final rule or withdrawal notice.</p> <p>Transfer to FRC 2 years from the issued date of final rule or withdrawal notice. Destroy when 7 years old.</p> <p>Destroy original records after microfilm is determined to be an adequate substitute for paper records.</p> <p>Destroy closed files 5 years from the denial date.</p> <p>Transfer closed files to FRC 2 years from the denial date. Destroy when 5 years old.</p> <p>Destroy original records after microfilm is determined to be an adequate substitute for paper records.</p> <p>Destroy 5 years from the grant or denial date.</p> <p>Transfer closed files o FRC 2 years from the grant or denial date. Destroy when 5 years old.</p>	

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>(6) Petitions for reconsideration of operations specifications.</p> <p>(a) Original records. Microfilm in accordance with 36 CFR 1230.</p> <p>(b) Microfilm of original records.</p> <p>(c) If not microfilmed.</p> <p><i>b. Regional Flight Standards offices.</i></p> <p><i>c. Flight Standards field offices.</i></p> <p>2. Flight Standards regulations waiver files. Documents maintained by Flight Standards field offices relating to waivers of flight safety regulations (other than by air carriers).</p> <p>3. National Transportation Safety Board (NTSB) Recommendations. Case files of safety recommendations, resulting from accidents/incidents of various aircraft, correspondence and documents used in the development and formation of airworthiness directives (ADs). Correspondence addressed to the FAA Administrator and Congressional responses.</p> <p><i>a. Records not microfilmed.</i></p> <p><i>b. Microfilmed records.</i></p> <p>(1) Original records. Microfilm in accordance with 36 CFR 1230.</p>	<p>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</p> <p>Destroy 5 years from date of amendment or denial date.</p> <p>Transfer closed files to FRC 2 years from the date of amendment or denial. Destroy when 5 years old.</p> <p>Destroy when 10 years old, EXCEPT that drafts and comments on proposed FARs and CARs are to be destroyed when no longer needed.</p> <p>Destroy when 18 months old.</p> <p>Destroy 1 year after expiration of the waiver period.</p> <p>Transfer closed files to FRC 10 years after issued date of ADs. Destroy when 15 years old.</p> <p>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</p>	<p>SF-115 II-NNA-1017 Item 58 Approved 7/13/54</p> <p>SF-115 II-NNA-1102 Item 20 Approved 7/12/54</p> <p>SF-115 237-83-1 Item 13 Approved 11/30/83</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
8050	<p>(2) Microfilm of original records.</p> <p>4. Preambles and Code of Federal Regulations (CFRs). History sheets, background and justification of rules pertaining to CARs, FARs, and CFRs, as they relate to aviation safety rulemaking activities.</p> <p><i>a. Preamble, CFR, and history sheets.</i> Microfilm a 5 year block in accordance with 36 CFR 1230.</p> <p><i>b. Microfilm of original records.</i></p>	<p>Destroy 20 years from issued date of ADs.</p> <p>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</p> <p>Destroy when no longer needed for administrative use.</p>	<p>SF-115 237-83-1 Item 14 Approved 11/30/83</p>
	<p>Aircraft Registration, Recordation, Identification and Markings</p> <p>1. Aircraft registration and recordation files. Case files containing a history of registered aircraft, including ownership information, lien status, and airworthiness data, and related correspondence and indexes.</p> <p><i>a. Microfilmed records.</i></p> <p>(1) Original records. Microfilm in accordance with 36 CFR 1230.</p> <p>(2) Microfilm of original records.</p> <p><i>b. Records not microfilmed.</i></p>	<p>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</p> <p>Destroy when it is determined that the aircraft is no longer in existence.</p> <p>Destroy when it is determined that the aircraft is no longer in existence.</p>	<p>SF-115 237-79-2 Item 5 Approved 2/8/79</p>
	<p>2. Engine, propeller, and spare parts files. Card files containing lien information on parts which are used as a cross-reference to conveyances generally filed in aircraft registration and recordation file.</p>	<p>Destroy when it is determined that the part is no longer in existence.</p>	<p>SF-115 237-79-2 Item 6 Approved 2/8/79</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
8060	3. Dealer's aircraft, registration certificates files. Case files recording holders of dealers' aircraft registration certificates, including applications and related correspondence.	Destroy 3 years after expiration of certificate.	SF-115 237-78-2 Item 1 Approved 3/7/78
	4. Aircraft registration correspondence files. Correspondence pertaining to regional and district office activity in connection with aircraft registration, ownership, registration accuracy checks, and related matters.	Destroy closed case files when 2 years old.	SF-115 II-NNA-102 Item 31 Approved 7/12/54
	Airman Records		
	1. Airman certification files. Files documenting the history of official actions in the issuance of certificates and ratings of airmen, and related correspondence.		SF-115 237-77-3 Item 20 Approved 12/2/77
	<p><i>a. Airmen and Aircraft Registry.</i></p> <p>(1) Original records. Microfilmed in accordance with 36 CFR 1230.</p> <p>(2) Microfilm copies of the original records and pertinent indices.</p> <p>(3) Routine correspondence not having a direct bearing on the case such as transmittals and duplicate requests.</p> <p><i>b. Flight Standards field offices.</i></p> <p>2. Student pilot certification files. Case files relating to the certification of student pilots, and related correspondence.</p>	<p>Destroy original records when microfilm is determined to be an adequate substitute for the paper records.</p> <p>Cutoff microfilm annually. Destroy when 60 years old or when no longer needed, whichever is later, except for indices pertaining to microform copies of Enforcement Records. Indices pertaining to microform copies of Enforcement Records shall be destroyed in accordance with paragraph 2150 Item 5.</p> <p>Cutoff files annually. Destroy when 1 year old.</p> <p>Destroy when 1 year old.</p> <p>Destroy 1 year after expiration of certificate.</p>	<p>SF-115 237-92-2 Item 1 Approved 5/20/94 AND GRS 23 Item 9</p> <p>SF-115 II-NNA-867 Item 3 Approved 6/11/54</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>3. Airman certification correspondence files. Correspondence maintained by regional and field offices pertaining to qualifying experience, examinations, and other general criteria required for certification of airmen.</p> <p>4. Crewmember Passport Files. Applications, such as FAA Form 8066 or equivalent, photographs of crewmembers (U.S. Citizens employed on U.S. registered aircraft and commercial operators which are used in international air commerce).</p> <p>5. Crewmember Correspondence to the State Department. These files consist of applicants requests, lists of applicants, approved applications, and correspondence to and from the State Department, and verifications of approved certificates.</p>	<p>Cutoff files annually. Destroy when 2 years old.</p> <p>Place surrendered or canceled crewmember certificate in inactive file. Cutoff files annually. Transfer to FRC when 5 years old. Destroy when 15 years old.</p> <p>Cutoff files annually. Destroy when 2 years old.</p>	<p>SF-115 II-NNA-1102 Item 26 Approved 7/12/54</p> <p>SF-115 237-84-1 Item 1 Approved 10/1/84</p> <p>SF-115 237-84-1 Item 2 Approved 10/1/83</p>
8065	Airman Medical Records		
8070	Data Acquisition, Processing, and Analysis		
8071	Flight Inspection Data Operations and Control		
8080	<p>Airmen Written Tests</p> <p>1. Airman written test active files. Master copies of current tests, and related revisions, comments, statistical analyses, and significant background documents, maintained by the Flight Standards National Field Office.</p> <p>2. Airman written test inactive files. Master copies of tests that have become inactive, with related test item, testing situation and applicant performance data and other materials transferred from the airman written test active files (Item 1 above).</p> <p>3. Airman written test application files. Application forms and related answer sheets completed by applicants for airman certificates.</p>	<p>Transfer to airman written test inactive file (Item 2 below) when test becomes inactive.</p> <p>Cutoff files annually. Destroy when 4 years old.</p>	<p>SF-115 237-77-3 Item 21 Approved 12/2/77</p> <p>SF-115 237-77-3 Item 22 Approved 12/2/77</p> <p>SF-115 237-77-3 Item 23 Approved 12/2/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>a. Originals maintained by the Airman/Aircraft Registry.</i></p> <p><i>b. Copies of completed answer sheets retained by offices administering the tests.</i></p> <p>4. Airman written test distribution files. Correspondence, reports and other records maintained by the Aviation Standards National Field Office distribution office and by regional and field offices relating to the distribution and accountability of airman written tests.</p>	<p>Cutoff files annually. Transfer to FRC when 1 year old. Destroy when 4 years old.</p> <p>Destroy when 60 days old by burning, or other authorized means.</p> <p>Destroy 1 year after the test is superseded or otherwise becomes inactive.</p>	<p>SF-115 NN-172-98 Item 3 Approved 7/12/54</p>
8081	Airmen Practical Flight Testing Standards		
8090	Aviation Safety Inspection		
8100	AIRWORTHINESS CERTIFICATION		
	<p>1. Aircraft airworthiness maintenance files. Documents maintained by flight standards and aircraft certification field offices relating to airworthiness in connection with maintenance items not anticipated in manufacturers' manuals or interpretation of airworthiness standards set forth in regulations as applied to specific maintenance problems.</p>	Destroy when 5 years old.	<p>SF-115 II-NNA-1102 Item 33 Approved 7/12/54</p>
8110	Type Certification		
	<p>1. Aircraft engineering files. Case files reflecting the complete case history of engineering investigation, testing and disposition (approved or disapproved) of requests for Type Certificate or supplemental Type Certificate or amendments for aircraft, aircraft components, aircraft propellers, aircraft accessories and accessory kits, and aircraft engines. Consist of applications, correspondence, engineering data, drawings, and specifications related to the prototype; and project data airworthiness certificates, directives, correspondence and publications related to subsequent modifications of the character required by regulations to be made the subject of engineering investigation for comparison with airworthiness standards for inclusion on the Type Certificate.</p>		<p>SF-115 237-77-3 Item 24 Approved 12/2/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>a. Aircraft case files maintained by regional/field aircraft certification offices.</i></p> <p><i>b. Equipment case files maintained by regional/field flight standards offices.</i></p> <p>2. Type certification technical data files (if filed separately from files in Item 1 above) includes alterations and repair technical data, drawings, test reports, descriptive data and specifications comprising the type design for type certified aircraft models.</p> <p><i>a. Technical data files for certified aircraft.</i></p> <p><i>b. Technical data files pertaining to uncertified, incomplete projects.</i></p> <p>3. WITHDRAWN. (See paragraph 8110 Item 1)</p>	<p>Transfer inactive files to FRC. Destroy when aircraft no longer in existence.</p> <p>Destroy in agency 10 years after it is established that a specific type of equipment no longer exists.</p> <p>Transfer to FRC when only a few aircraft remain in service. Destroy when aircraft no longer in existence.</p> <p>Transfer when the project becomes inactive. Destroy when aircraft no longer in existence.</p>	<p>SF-115 237-77-3 Item 25 Approved 12/2/77</p>
8120	<p>Production Certification</p> <p>1. Manufacturing inspection and production files. Correspondence and other records maintained by regional manufacturing branch offices and Manufacturing Inspection District Offices (MIDO's) pertaining to general inspection and production of manufacturers.</p> <p>2. Field production certification files. Conformity inspection reports; quality assurance systems analysis review (QASAR) reports, DMIR activity reports; airworthiness certificates; and related correspondence, regarding original issuance and continuation of production certificates.</p>	<p>Cutoff files annually. Destroy when 5 years old.</p> <p>Destroy 1 year after production certificate is canceled, EXCEPT QASAR reports may be destroyed upon close out of corrective action.</p>	<p>SF-115 II-NNA-1017 Item 77 Approved 7/13/54</p> <p>SF-115 II-NNA-1102 Item 44 Approved 7/12/54</p>
8130	<p>Original Airworthiness</p>		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>1. Field airworthiness certification and approval files. Correspondence, applications, statements of conformity, copies of certificates, number assignment cards, and related documents maintained by regional manufacturing branch offices and Manufacturing Inspection District Offices (MIDO's).</p> <p><i>a. Civil airworthiness files.</i></p> <p><i>b. Military airworthiness files</i></p> <p><i>c. Export airworthiness files.</i></p>	<p>Destroy closed case files 2 years after certificate is issued.</p> <p>Destroy closed case files when 2 years old. Statements of conformity and airworthiness certificates to be retained in issuing office until aircraft is no longer in existence.</p> <p>Destroy closed case files when 2 years old. Statements of conformity and airworthiness certificate to be retained by the issuing office until aircraft is no longer in existence.</p>	<p>SF-115 237-77-3 Item 26 Approved 12/2/77</p>
8140	WITHDRAWN. (See paragraph 8130)		
8150	Aircraft Equipment		
8200	FLIGHT INSPECTIONS AND PROCEDURES		
	<p>1. General correspondence files. Routine correspondence, reports, and related papers pertaining to the administration and operation of programs of flight inspection and evaluation.</p> <p><i>a. Agency office of primary interest.</i></p> <p>(1) General correspondence as noted above.</p> <p>(2) Correspondence pertaining to maintenance and operation of aircraft assigned for flight inspection purposes.</p> <p><i>b. Aviation Standards National Field Office and regional Flight Standards offices.</i></p>	<p>Cutoff files annually. Destroy when 6 years old.</p> <p>Cutoff files annually. Destroy when 3 years old</p> <p>Cutoff files annually. Destroy when 5 years old.</p>	<p>SF-115 237-77-3 Item 27 Approved 12/2/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>2. Flight inspection performance files. Workload data regarding number of facilities checked, average and total hours on types of facilities, number and type of discrepancies discovered, and utilization of aircraft.</p> <p><i>a. Aviation Standards National Field Office, Flight Inspection Field Offices, and regional reports.</i></p> <p><i>b. Monthly summaries.</i></p> <p><i>c. Annual summaries.</i></p> <p>3. Flight inspection report files. Reports of flight inspection of aids to air navigation, and related recorder charts, graphs bearing error reports, and correspondence.</p> <p><i>a. Flight inspection reports.</i></p> <p>(1) Original reports. Microfilm in accordance with 36 CFR 1230.</p> <p>(a) Flight inspection field offices.</p> <p>(b) Aviation Standards National Field Office (AVN).</p> <p>(2) Microfilm of original records.</p> <p>(a) Official record copy maintained by FSNFO.</p>	<p>Cutoff files annually. Destroy when 1 year old.</p> <p>Cutoff files annually. Destroy when 5 years old unless accrued in place of annual summaries.</p> <p>Cutoff files annually. Destroy when 6 years old. If annual summaries are not prepared, monthly or quarterly summaries will be retained to the 6 year limit.</p> <p>Destroy 2 years after evidence of microfilming is furnished to the originating office by the Aviation Standards National Field Office.</p> <p>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</p> <p>Destroy 5 years after decommissioning of facility.</p>	<p>SF-115 237-77-3 Item 28 Approved 12/2/77</p> <p>SF-115 237-77-3 Item 29 Approved 12/2/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>(b) Aviation Standards National Field Office (AVN).</p> <p>(c) All other microfilm copies.</p> <p><i>b. Flight inspection recorder charts and associated data maintained by flight inspection field offices.</i></p> <p>(1) Site evaluation records.</p> <p>(2) Commissioning records.</p> <p>(3) Periodic, special and surveillance flight inspection records.</p> <p>(a) History of facility files.</p> <p>(b) After accident flight check data files.</p> <p>(4) Shipboard TACAN records.</p> <p><i>c. SAFI raw data files.</i></p> <p><i>d. Data sheets, polar plots of coverage patterns, error curve graphs and other flight inspection reporting data not covered elsewhere.</i></p> <p>4. Instrument approach procedure files (FAA Forms 8260 series or equivalent).</p>	<p>Transfer duplicate film copy to FRC on yearly basis.</p> <p>Destroy 5 years following decommissioning of facility.</p> <p>Destroy when 2 years old.</p> <p>Destroy 2 years after the facility is commissioned or the site is rejected.</p> <p>Destroy 5 years after the facility is decommissioned.</p> <p>Retain 1 year in working files.</p> <p>Destroy 5 years after anniversary date of accident.</p> <p>Cutoff files annually.</p> <p>Destroy when 2 years old.</p> <p>Destroy when superseded.</p> <p>Destroy 5 years after the related facility is decommissioned.</p> <p>Destroy when superseded or canceled, EXCEPT those procedure files in use at the time of an accident/incident which may result in litigation which are to be destroyed 7 years after date of accident/incident.</p>	<p>SF-115 237-77-3 Item 30 Approved 12/2/77</p>
8220	Navigation Standards		
8240	Flight Inspection and Certification Operations		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
8260	Flight Procedures and Airspace Evaluation		
8300	<p>MAINTENANCE CERTIFICATION AND SURVEILLANCE</p> <p>1. Technical correspondence files. Technical correspondence pertaining to aircraft, aircraft components, engines, propellers, instruments, accessories, and maintenance thereof (exclusive of files maintained in aircraft engineering case files (paragraph 8110 Item 1)).</p> <p><i>a. Regional flight standards offices.</i></p> <p><i>b. Flight Standards field offices.</i></p> <p>2. Air carrier maintenance files.</p> <p><i>a. Case files documenting the certification, inspection, and surveillance of maintenance activities of scheduled and non-scheduled air carriers.</i></p> <p>(1) Regional flight standards offices.</p> <p>(2) Flight Standards field offices.</p> <p><i>b. Basic certificates, specifications, and authorizations.</i></p> <p>(1) Regional flight standards offices.</p> <p>(2) Flight Standards field offices.</p>	<p>Cutoff files annually. Destroy when 6 years old.</p> <p>Destroy when 3 years old.</p> <p>Transfer closed case files to FRC when 5 years old. Destroy when 10 years old.</p> <p>Destroy when 5 years old.</p> <p>Transfer superseded or canceled case files to FRC when 5 years old. Destroy when 8 years old.</p> <p>Destroy superseded or canceled case files when 5 years old.</p>	<p>SF-115 II-NNA-1017 Item 80 Approved 7/13/54</p> <p>SF-115 237-77-3 Item 31 Approved 12/2/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>3. Approved schools files. Case files documenting the certification and inspection of schools offering courses leading to the obtaining of a maintenance airman certificate, including those whose physical plant and quality of instructions meet the criteria for an “Approved School” rating or who have made application for such rating.</p> <p><i>a. Flight Standards field offices.</i></p> <p><i>b. All others.</i></p> <p>4. Approved repair station files. Case files documenting the certification, inspection, and surveillance of repair stations, consisting of applications, certificates and ratings, inspection reports, and related correspondence.</p> <p><i>a. Flight Standards field offices.</i></p> <p><i>b. All others.</i></p> <p>5. Aircraft repair and alteration files. Case files maintained by flight standards field offices pertaining to modification conversions, adaptations, etc., to aircraft structures components, equipment and accessories.</p> <p>6. Air carrier contracts and agreements. Case files of agreements made between airlines and contractors for aircraft and component maintenance and/or overhaul such as retreating tires; overhauling engines, instruments, propeller governors, fuel pumps, generators, starters, magnetos; and recovering of control surfaces.</p>	<p>Destroy 3 years after certificate becomes inactive or is canceled.</p> <p>Destroy 3 years after school is discontinued, or when no longer needed for reference, whichever is sooner.</p> <p>Destroy applications and related basic documents 3 years after certificate becomes inactive or is canceled.</p> <p>Destroy 3 years after certificate becomes inactive or is canceled, or when no longer needed for reference, whichever is sooner, EXCEPT for surveillance and inspection reports which will be destroyed after 2 years.</p> <p>Destroy case records of engineering changes requiring revision of approved type specifications 5 years after approval or abandonment of the project.</p> <p>Destroy superseded or canceled case files when 1 year old.</p>	<p>SF-115 II-NNA-1102 Item 32 Approved 7/12/54</p> <p>SF-115 II-NNA-1102 Item 41 Approved 7/12/54</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>7. Service difficulty program files. (See paragraph 8010)</p> <p>8. Mechanical Reliability Report (MRR) and Mechanical Interruption Summary (MIS) systems data files.</p> <p><i>a. Mechanical Reliability Report (MRR) system data files.</i> Data created prior to the service difficulty data system, and stored on magnetic tape by the Aviation Standards National Field Office.</p> <p>(1) Master tape record. Microfilm in accordance with 36 CFR 1230.</p> <p>(2) Microfilm of the taped data.</p> <p><i>b. Mechanical Interruption Summary (MIS) system data files.</i> Data retained in the district office.</p> <p>9. General aviation aircraft surveillance files. Documents relating to the maintenance surveillance of general aviation aircraft. Included are notices of aircraft condition, malfunction and defects reports, inspection reports and related correspondence.</p> <p>10. Air carrier aircraft engine utilization files. Monthly reports of engine utilization, overhaul, shutdowns and similar data, and related computer listings and publications, maintained by the Aviation Standards National Field Office.</p> <p><i>a. Utilization reports.</i></p> <p><i>b. Computer listings.</i></p> <p><i>c. Aircraft Utilization and Propulsion Report.</i></p>	<p>Erase after microfilming and film is determined to be an adequate substitute.</p> <p>Destroy when 5 years old.</p> <p>Destroy when 1 year old.</p> <p>Destroy when 2 years old.</p> <p>Destroy when 2 years old.</p> <p>Destroy when 10 years old.</p> <p>Retain 1 master copy.</p>	<p>SF-115 237-83-1 Item 3 Approved 11/30/83</p> <p>SF-115 NN-173-195 Item 8 Approved 4/5/73</p> <p>SF-115 NN-173-195 Item 9 Approved 4/5/73</p> <p>SF-115 NN-173-195 Item 10 Approved 4/5/73</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>11. Operations specifications - maintenance Part "D" files. FAA Form 1014 or equivalent, listing authorizations and limitations on air carriers that are not specifically covered in formal regulations, and related correspondence.</p> <p><i>a. Regional Flight Standards Divisions.</i></p> <p><i>b. Air Carrier District Offices.</i></p> <p>12. Air carrier maintenance manuals. Manuals maintained by Flight Standards Field Offices for each type of aircraft operated by assigned air carriers.</p> <p>13. WITHDRAWN.</p>		<p>SF-115 NN-173-195 Item 11 Approved 4/5/73</p>
8310	Certification Procedures		
8320	Surveillance Procedures		
8330	Investigation Procedures		
8340	Bulletins—Large Aircraft		
8350	Bulletins—Small Aircraft		
8400	<p>OPERATIONS CERTIFICATION AND SURVEILLANCE</p> <p>1. Air carrier operations files.</p> <p><i>a. Case files documenting the certification, inspection, and surveillance of operations of scheduled and non-scheduled air carriers.</i></p> <p>(1) Regional flight standards offices.</p> <p>(2) Flight Standards field offices.</p>	<p>Destroy 5 years after cancellation.</p> <p>Destroy 5 years after cancellation.</p> <p>Destroy when superseded or obsolete.</p>	<p>Nonrecord</p>
			<p>SF-115 237-77-3 Item 33 Approved 12/2/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>b. Basic certificates, specifications, and authorizations.</i></p> <p>(1) Regional flight standards offices.</p> <p>(2) Flight Standards field offices.</p> <p>2. Approved schools case files. Case files documenting the certification and inspection of schools offering courses leading to the obtaining of an operations airman certificate, including those whose physical plant and quality of instructions meet the criteria for an "Approved School" rating or who have made application for such rating.</p> <p><i>a. Flight Standards Field Offices.</i></p> <p><i>b. All others.</i></p> <p>3. Air taxi files. Case files maintained by Flight Standards Field Offices containing all basic certificates, authorizations, operating and maintenance data, reports of inspections and other records pertaining to each air taxi or non-scheduled operation utilizing aircraft under 12,500 pounds gross weight.</p> <p>4. Industrial flying files. Correspondence and reports concerning aerial patrol, banner towing, wildlife census taking, mineral exploration and similar operations.</p> <p>5. Agricultural aircraft operations files. Case files documenting the certification, inspection, and surveillance of agricultural aircraft operations.</p> <p>6. Rotorcraft external load operations files. Case files documenting the certification, inspection, and surveillance of rotorcraft external load operations.</p>	<p>Transfer superseded or canceled case files to FRC when 5 years old. Destroy when 8 years old.</p> <p>Destroy superseded or canceled case files when 5 years old.</p> <p>Destroy 3 years after certificate becomes inactive or is canceled.</p> <p>Destroy 3 years after school is discontinued, or when no longer needed for reference, whichever is sooner.</p> <p>Destroy basic certificates and data 3 years after being superseded or canceled. Destroy all other records when 3 years old.</p> <p>Cutoff files annually. Destroy when 2 years old.</p> <p>Destroy 3 years after certificate becomes inactive or is canceled.</p> <p>Destroy 3 years after certificate becomes inactive or is canceled.</p>	<p>SF-115 II-NNA-1102 Item 19 Approved 7/12/54</p> <p>SF-115 II-NNA-1102 Item 22 Approved 7/12/54</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>7. Instrument pilot training files. Correspondence pertaining to instrument pilot training for air carrier pilots, air line transport rating, and flight and academic test procedures.</p> <p>8. Air carrier personnel training and checking activities files. Documents reflecting the amount of training and periodic checks conducted by air carriers, the results thereof, and related reports.</p> <p>9. WITHDRAWN. (See paragraph 8200 Item 4)</p> <p>10. WITHDRAWN.</p> <p>11. Special flight permit files. Documents relating to issuance of ferry permits and manufacturers product flight test permits.</p> <p>12. Safety improvement report files. FAA Form 8740-5, or equivalent, and related correspondence.</p> <p>13. Air carrier operations manuals. Manuals maintained by Flight Standards Field Offices for each type of aircraft operated by assigned air carriers.</p> <p>14. WITHDRAWN.</p>	<p>Cutoff files annually. Destroy when 5 years old.</p> <p>Destroy when 5 years old.</p> <p>Destroy 2 years after completion of action for which permit is issued, or after need has been exhausted.</p> <p>Destroy 1 year after completion of requested action.</p> <p>Destroy when superseded or obsolete.</p>	<p>SF-115 II-NNA-1102 Item 39 Approved 7/12/54</p>
8410	Air Carrier Airmen Certification		
8430	Air Carrier Inspection and Surveillance		
8440	General Aviation Inspection And Surveillance		
	<p>1. General aviation surveillance files. Documents accumulated in the inspection and surveillance of flight operations of general aviation aircraft.</p>	<p>Destroy when 2 years old.</p>	Nonrecord
8450	Air Carrier Investigations		
8500	AEROMEDICAL CERTIFICATION		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>1. Medical examination clear files. Reports of medical examination of airmen containing no significant pathology, arranged numerically by number reflecting year and sequence of receipt.</p> <p>2. Medical examination pathology files. Case files consisting of applications for medical certificates and other related documents evidencing the physical status of airmen having medical disabilities, disorders, diseases.</p> <p><i>a. Original records not microfilmed.</i></p> <p><i>b. If microfilmed.</i></p> <p>(1) Original active records. Microfilm in accordance with 36 CFR 1230.</p> <p>(2) Microfilm of original record.</p> <p>3. X-ray files. X-rays made in connection with the medical certification of airmen maintained by regional medical offices.</p> <p><i>a. Pathological</i> (further action required).</p> <p><i>b. Non-Pathological.</i></p> <p>4. Electrocardiogram files. EKG tracings generated in medical examinations of airline transport pilots, maintained by the Civil Aeromedical Institute.</p> <p><i>a. Original tracings.</i> Microfilm in accordance with 36 CFR 1230.</p> <p><i>b. Microfilm of original tracings.</i></p>	<p>Destroy original records after 3 years.</p> <p>Transfer closed case files to FRC when 5 years old. Destroy when 50 years old.</p> <p>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</p> <p>Destroy microfilm 50 years after record becomes inactive.</p> <p>Destroy when seventy-five years old.</p> <p>Destroy when 2 years old.</p> <p>Destroy original records when microfilm is determined to be an adequate substitute for paper records.</p> <p>Destroy 50 years after last inactive status.</p>	<p>SF-115 237-86-6 Item 1(1) Approved 12/9/86</p> <p>SF-115 237-86- Item 1(2) Approved 12/9/867</p> <p>SF-115 237-77-7 Item 10 Approved 9/23/77</p> <p>SF-115 237-77-7 Item 11 Approved 9/23/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	5. Medical examination locator files. Microfilm and microfiche containing file locator information on airmen by name, date of birth, medical identification number (MID), and pathology number (PI).	Destroy inactive records when 50 years old.	SF-115 237-79-2 Item 3 Approved 2/8/79
8510	Medical Review and Appeals		
8520	Aviation Medical Examiners		
	1. Designated examiner case files. Case files consisting of applications for appointment as aviation medical examiner, annual renewal agreements, and related correspondence.	Transfer closed case files to FRC 10 years after dedesignation. Destroy when 25 years old.	SF-115 237-77-7 Item 12 Approved 9/23/77
	2. Computer master files. Tape record of personal identification and location information on current and former Aviation Medical Examiners (AMEs).	Destroy 2 years after death or 25 years after dedesignation.	SF-115 237-79-2 Item 2 Approved 2/8/79
8530	Biometric Services		
8600	GENERAL AVIATION AIRWORTHINESS		
8610	Certification		
8620	Surveillance Procedures		
8630	Investigation Procedures		
8640	General Aviation Avionics		
8700	GENERAL AVIATION OPERATIONS		
8710	Certification		
8720	Surveillance Procedures		
8730	Investigation Procedures		
8740	Accident Prevention		
9000	AVIATION MEDICINE - GENERAL		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>These records relate to the development of standards, rules, and regulations governing the medical fitness of airmen and other persons whose health affects safety in flight; medical examination and certification of airmen; and research in medicine affecting civil aviation. (See paragraph 3910 for administration of employee and environmental health services.)</p> <p>1. General correspondence files. Correspondence, reports, and related records documenting the development of agency medical plans, policies, standards, and procedures, and the direction and evaluation of agency medical programs, and records relating to significant transactions of continuing interest.</p> <p><i>a. Correspondence of the Office of Aviation Medicine and the Civil Aeromedical Institute of historical nature</i> documenting the establishment, development, plans, policies, standards, and procedures of agency medical programs.</p> <p><i>b. General correspondence of medical program activities</i> documenting the administration and operation of FAA medical programs.</p> <p>2. Regional activity reports. FAA Form 1380-9, Flight Surgeon Activity Report.</p>	<p>PERMANENT. Cutoff files annually. Transfer to FRC when 30 years old. Transfer to NARA when 40 years old.</p> <p>Cutoff files annually, Transfer to FRC when 4 years old. Destroy when 29 years old.</p> <p>Cutoff files annually. Destroy when 2 years old.</p>	<p>SF-115 237-77-7 Item 13 Approved 9/23/77</p>
9100	AEROMEDICAL STANDARDS		
9110	Medical Standards		
9120	Medical Rules and Procedures		
9200	WITHDRAWN. (See paragraph 8500)		
9210	WITHDRAWN. (See paragraph 8520)		
9300	WITHDRAWN. (See paragraph 3910)		
9400	COMMERCIAL SPACE TRANSPORTATION		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
9500	<p>These records relate to the promotion of commercial space transportation activities by the United States private sector and include space transportation policies, regulatory program, licensing for commercial launch vehicle launches, and safety research.</p>		
	<p>1. Directors and Associate Directors Subject Files/General Correspondence Files. Files signed and reviewed by high level Files signed and reviewed by high level administrators on program policies, directives, procedures, studies, reports, briefing papers, speeches, corporation, international organizations, Congress, and other Federal agencies that relate to the administration and operation of the office.</p>	<p>PERMANENT Cut-off files annually. Transfer to FRC when 3 years old. Transfer to NARA when 10 years old.</p>	<p>SF-115 237-96-1 Item 1 Approved 2/12/06</p>
	<p>2. Reports/Publications Files. Official public reports, studies, and projects produced by staff and/or contractors relating to commercial space transportation.</p>		<p>SF-115 237-96-1 Item 2 Approved 2/12/06</p>
	<p><i>a. Record copy.</i></p> <p><i>b. Other copies.</i></p>	<p>PERMANENT Transfer to FRC 3 years after publication of report. Transfer to NARA 10 years after publication.</p> <p>Destroy when no longer needed for public distribution.</p>	
	<p>3. Commercial Space Transportation Advisory Committee (COMSTAC) files. Committee agendas, transcripts of proceedings, membership information, briefing books, and minutes.</p>	<p>PERMANENT Cut-off files annually. Transfer to FRC when 5 years old. Transfer to NARA when 15 years old.</p>	<p>SF-115 237-96-1 Item 3 Approved 2/12/06</p>
	<p>4. License Application File. Records include application, technical review of applications, maximum probable loss determinations and project files, risk assessment, license, license orders, and compliance monitoring documents.</p>	<p>Cut-off files annually. Transfer to FRC when 5 years old. Destroy when 25 years old.</p>	<p>SF-115 237-96-1 Item 4 Approved 2/12/06</p>
9500	RESEARCH AND DEVELOPMENT		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>3. Research and development project files. Case files maintained by laboratories and other activities and offices responsible for research and development functions reflecting a complete history of each project or task from initiation through research, development, design, and testing to completion. Consists of project authorization documents; project cards; technical characteristics; test and trial results; drawings, specifications, and photographs considered essential to document design, modifications, and engineering development; technical and progress reports, notices of completion; and correspondence influencing the course of action taken on a project.</p> <p>4. Research and development project working and control files. Copies of documents essentially duplicated in project case files; preliminary sketches, drawings, specifications, photographs, and other working papers determined not to be of sufficient value to incorporate into project case files; and related project control and progress control records.</p> <p>5. Laboratory notebooks. Notebooks containing technical and scientific data accumulated in the conduct of research and development projects.</p> <p><i>a. Notebooks containing data determined to be duplicated in technical reports or in project case files, or to be of such a nature that their retention would not add significantly to the project file.</i></p> <p><i>b. All other notebooks.</i></p> <p>6. Technical report files. Official file copy of each technical report or unpublished manuscript of report prepared in connection with a project or task.</p> <p><i>a. Record copy.</i></p>	<p>Transfer closed project file to FRC when 3 years old. Destroy when 28 years old.</p> <p>Destroy upon completion or cancellation of project or when purpose has been served.</p> <p>Destroy 6 months after completion or termination of related project.</p> <p>Transfer closed files to FRC when 5 years old. Destroy when 25 years old.</p> <p>PERMANENT. Transfer closed case files to FRC when 5 years old. Transfer to NARA when 25 years old.</p>	<p>SF-115 237-77-3 Item 67 (3) Approved 12/2/77</p> <p>SF-115 237-77-3 Item 67 (4) Approved 12/2/77</p> <p>SF-115 237-77-3 Item 67 (5) Approved 12/2/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p><i>b. All other copies.</i></p> <p>7. Drawing and specification files. Official file copy of each drawing and specification showing final design and technical characteristics of items developed.</p> <p>8. Progress report files. Reports showing initiation, progress, or degree of completion of projects or tasks, submitted by research facilities, laboratories, or project offices to higher authority, and related papers.</p> <p><i>a. Reporting office copies.</i></p> <p><i>b. Feeder reports used for compilation of consolidated reports.</i></p> <p><i>c. Consolidated reports, and any feeder reports used for preparation thereof containing technical or scientific data not fully documented in the consolidated reports.</i></p> <p>9. Feasibility study files. Documents relating to the exploration of the feasibility of unsolicited proposals for projects received from individuals.</p> <p><i>a. Proposals resulting in authorized projects.</i></p> <p><i>b. Rejected proposals.</i></p> <p>10. Research contract and agreement files. Case files of formal contracts and agreements with universities, commercial concerns, individuals, and others for research and development work, and related papers, but EXCLUDING technical or scientific data furnished FAA pursuant to the terms of the contracts or agreements and copies of contractual documents filed in project case files (paragraph 9500 Item 3).</p>	<p>Destroy when no longer needed for reference.</p> <p>Transfer to FRC 1 year after superseded. Destroy when 25 years old.</p> <p>Destroy 1 year after completion or cancellation of related projects.</p> <p>Destroy upon submission of consolidated reports.</p> <p>Transfer closed case file to FRC when 5 years old. Destroy when 25 years old.</p> <p>File in related project case file and dispose of accordingly.</p> <p>Destroy 5 years after completion of investigation.</p> <p>Apply provisions of paragraph 4400 Item 3.</p>	<p>SF-115 237-77-3 Item 67 (6) Approved 12/2/77</p> <p>SF-115 237-77-3 Item 67 (7) Approved 12/2/77</p>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	11. Technical reference files. Copies of technical reports, specifications, drawings, and other data received from other sources, used as a reference source in the performance of research and development functions, but EXCLUDING official file copies of these documents.	Destroy when superseded or obsolete.	Nonrecord
9550	Requirements		
9600	AIRCRAFT		
9610	Aerodynamics		
9620	Facilities and Laboratories		
9630	Design and Fabrication		
9640	Flight Test		
9650	Performance and Maintenance		
9660	Production		
9700	AIRCRAFT SYSTEMS, COMPONENTS, AND ACCESSORIES		
9710	Airframe		
9720	Airfoils and Wings		
9730	Cabins and Cockpits		
9740	Control Surfaces		
9750	Instrumentation		
9760	Propulsion and Engines		
9770	Undercarriages		
9800	AIR TRAFFIC AND NAVIGATION SYSTEMS		
9810	Airports		
9820	Communications Research		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
9830	Data Processing and Display		
9840	Navigation		
9850	Radar and Related Data Acquisition		
9900	PHYSICAL AND NATURAL SCIENCES		
9930	Meteorology		
9950	Aeromedical Research		
9960	Human Factors		
9970	Clinical Research		